



# KENOSHA JOINT SERVICES

## PUBLIC SAFETY SUPPORT SERVICES

Sheriff • Police • Fire • EMS

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1000 55<sup>th</sup> Street • Kenosha, WI 53140  
Website: [www.kenoshajs.org](http://www.kenoshajs.org) • Phone: (262) 605-5050

## A G E N D A

### KENOSHA JOINT SERVICES BOARD MEETING

Kenosha County Safety Building, 1000 55<sup>th</sup> Street • Kenosha, WI

Kenosha Joint Services Training Room 1216

May 28, 2024 • 4:30 P.M.

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- I. Call to Order
- II. Roll Call
- III. Citizen Comments
  - a. Documents: [Guidelines for Citizen Comments at Kenosha Joint Services Board Meetings](#)
- IV. Approval of Minutes from Open Session – March 26, 2024
- V. Joint Services Report
  - a. Director's Report
  - b. Administration
  - c. Communications
  - d. Records
  - e. Fleet Maintenance
  - f. Evidence/Identification
  - g. Information Technology
  - h. Overtime Report
  - i. Financial Statements
- VI. Items for Board Review and/or Action
  - a. 9-1-1 Refresh and ESI Net Implementation Project Status Report
  - b. ERP (Enterprise Resource Planning) Replacement Project Status Report
  - c. Kenosha County Simulcast Radio System Status Report
  - d. Policy Manual Update
    - i. Physical Security
    - ii. TIME System Access
- VII. Board Member Comments
- VIII. Adjournment

KENOSHA JOINT SERVICES BOARD

March 26, 2024

The Kenosha Joint Services Board meeting was **Called to Order** at 4:30 p.m. by Chairperson Monica Yuhas in the Joint Services Training Room located in the Kenosha County Public Safety Building.

The **Members in Attendance** were Chairperson Monica Yuhas, Vice Chairperson John Morrissey, County Executive Samantha Kerkman, Police Chief Patrick Patton, County Board Supervisor Brian Bashaw, Alderperson Curt Wilson, Member at Large Paris Fire Chief Colin Hennessey and Youth in Governance JJ Castro and Rylee Chamberlin.

The **Members not in Attendance**, all were in attendance.

Under, **Citizen Comments**, there were none.

Under, **Approval of Minutes of Open Sessions February 27, 2024**, Mr. Wilson made a motion to approve. Ms. Kerkman seconded the motion. Motion approved unanimously.

Under, **Director's Report**, Director Nielsen presented the Director's Report. There was a brief discussion.

The Board accepted the information as presented.

Under, **911 Refresh and ESI Net Implementation Project Status Report**, Director Nielsen reported on the status of the project. Equipment is expected to be delivered to Baycom Inc in April or May and expect work to be completed mid Fall to early Winter.

The Board accepted the information as presented.

Under, **ERP Replacement Project**, Director Nielsen reported on the status of the ERP replacement project. Employees are currently training on the software and the core financials module is expected to be up by June.

The Board accepted the information as presented.

Under, **Fleet Maintenance Technician Vacancy**, Director Nielsen requested approval to fill the fleet technician vacancy as soon as possible. There was a brief discussion.

Ms. Kerkman made a motion to approve the hiring of a replacement fleet maintenance. Mr. Bashaw seconded the motion. Motion passed 4 to 3.

Under, **Kenosha County Simulcast Radio System Status Report**, Director Nielsen reported on the simulcast radio system. There have been significant issues on the West end of the County. Baycom along with staff from Kenosha County, Joint Services and County Fire agencies are researching if there are any corrective actions that may be taken to mitigate the issues. There was a brief discussion.

The Board accepted the information as presented.

Under, **Board Comments**, there were none.

At 5:10 p.m., Ms. Kerkman made a motion to **Adjourn the Meeting**. Mr. Morrissey seconded the motion. Motion approved unanimously.



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### Kenosha Joint Services Departments

Administration  
Communications  
Evidence/Identification Bureau  
Fleet Maintenance  
Records/Public Counter

TO: Kenosha Joint Services Board

FROM: Joshua Nielsen

REFERENCE: Kenosha Joint Services – Board Report

DATE: May 23, 2024

#### ADMINISTRATION DEPARTMENT:

**Administration** (1 Director, 1 Assistant Director, 1 HR Coordinator, 1 Finance Assistant, 1 Clerk):

All positions filled.

**Communications** (32 Telecommunicators, 6 Supervisors, 1 Assistant Manager, 1 Manager):

Six Telecommunicator vacancies. Three candidates are currently in the background process for an August start date.

Promotion of 911 Telecommunicator Matt Dobson to Shift Supervisor effective May 28.

New hiring process is beginning in May.

**Records** (17 Clerks, 3 Supervisors, 1 Manager):

All positions filled.

Records Clerk Heidi Zadler began on May 23, 2024.

**Fleet Maintenance** (5 Technicians, 1 Clerk, 1 Vehicle Cleaning Operator, 1 Manager):

One Automotive Fleet Technician vacancy – final interviews scheduled week of May 26.

**Evidence/Identification** (7 Technicians, 1 Supervisor, 1 Manager):

All positions filled.

Two ID Techs Mari Ramirez and Eduardo Patino began on May 23, 2024.

## **Kenosha Joint Services – Board Report**

Communications Supervisor Jeff Lovell and Assistant Director Stephanie Lorenzo have been working with Kenosha Police and Sheriff's Departments regarding digital media requests for 911 recordings, non-emergency calls and radio traffic. By uploading this media directly into KPD's WatchGuard system, and KSD's Polaris system, we would realize both time and cost savings and an overall increase in efficiency with digital media requests. A work flow was created and Jeff has trained all dispatch supervisors on this new process.

Staff in Administration have been focused on implementation and training of the ERP system. The project is accounting for a significant portion of work time for the staff in administration. The core financials including purchasing, accounts payable, and accounts receivable have been configured and implemented during the month of May. Additional work is underway on the bank reconciliation process, personnel modules, budgeting, and asset management. Additional information is provided in the project status report.

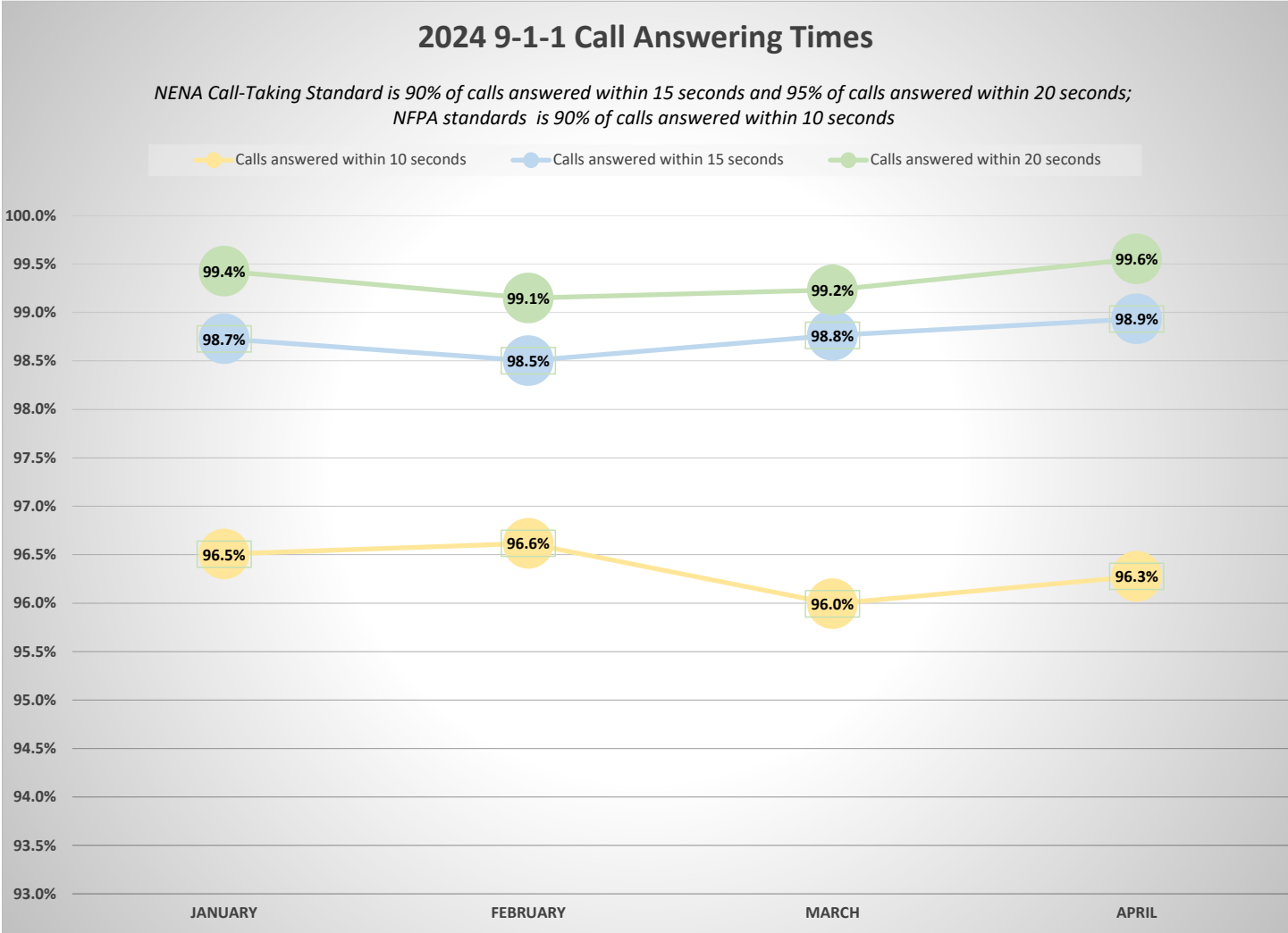
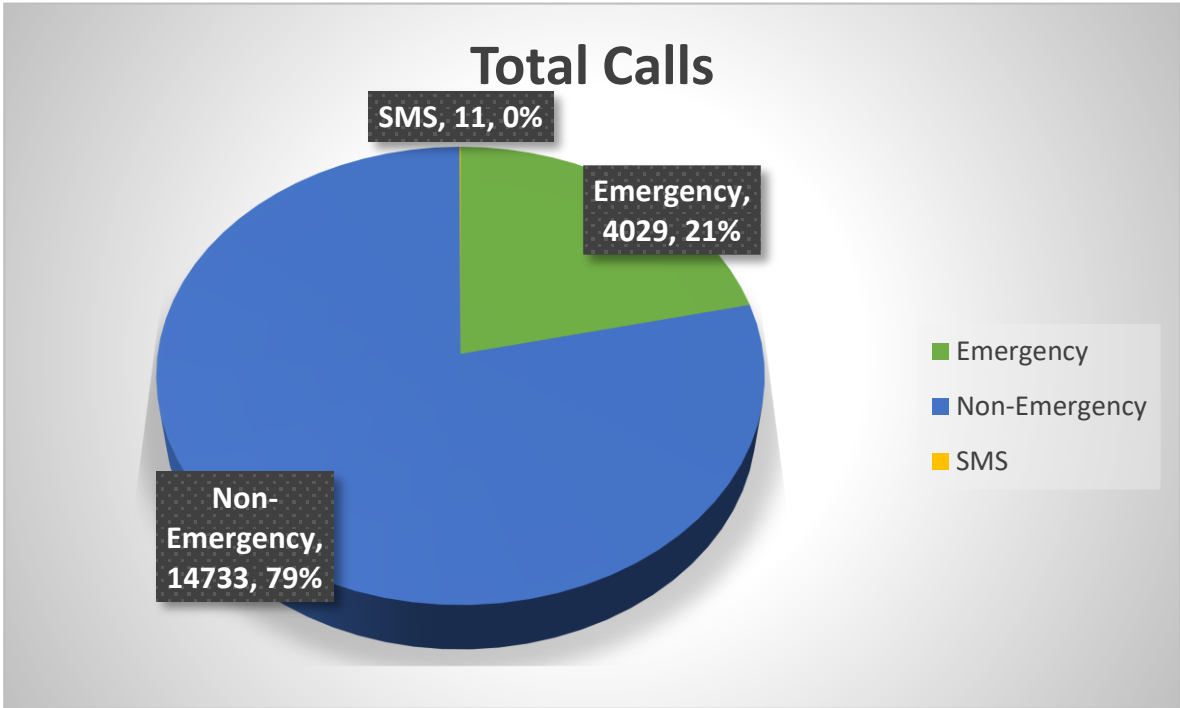
Sikich is currently conducting the financial review of 2023. All information was provided to the accounting firm as of May 15.

### **COMMUNICATIONS DEPARTMENT:**

Grace Moote completed all phases of Telecommunicator training, and has been assigned to a permanent assignment on second shift. Cassie McDannel began training at the Police console. It is anticipated she will complete all training by late summer of 2024. Maxwell Rebman continues training at the Sheriff console. He is anticipated to complete training early fall 2024. Anna Boie is training at the Police console. She is anticipated to complete training fall 2024. Brenda Johnson and Katherine Slutsky have begun call-taker training. They are anticipated to complete training early 2025.

Communications management staff and Kenosha Joint Services Administration continue to meet to determine emergency staffing plans and ensure all needs within the center are met.

In April, 4,029 9-1-1 calls were received by the communications department with 96% of these calls answered in under ten seconds, and 99% in under fifteen seconds. There were 14,733 non-emergency calls handled and eleven text messages received during this month.

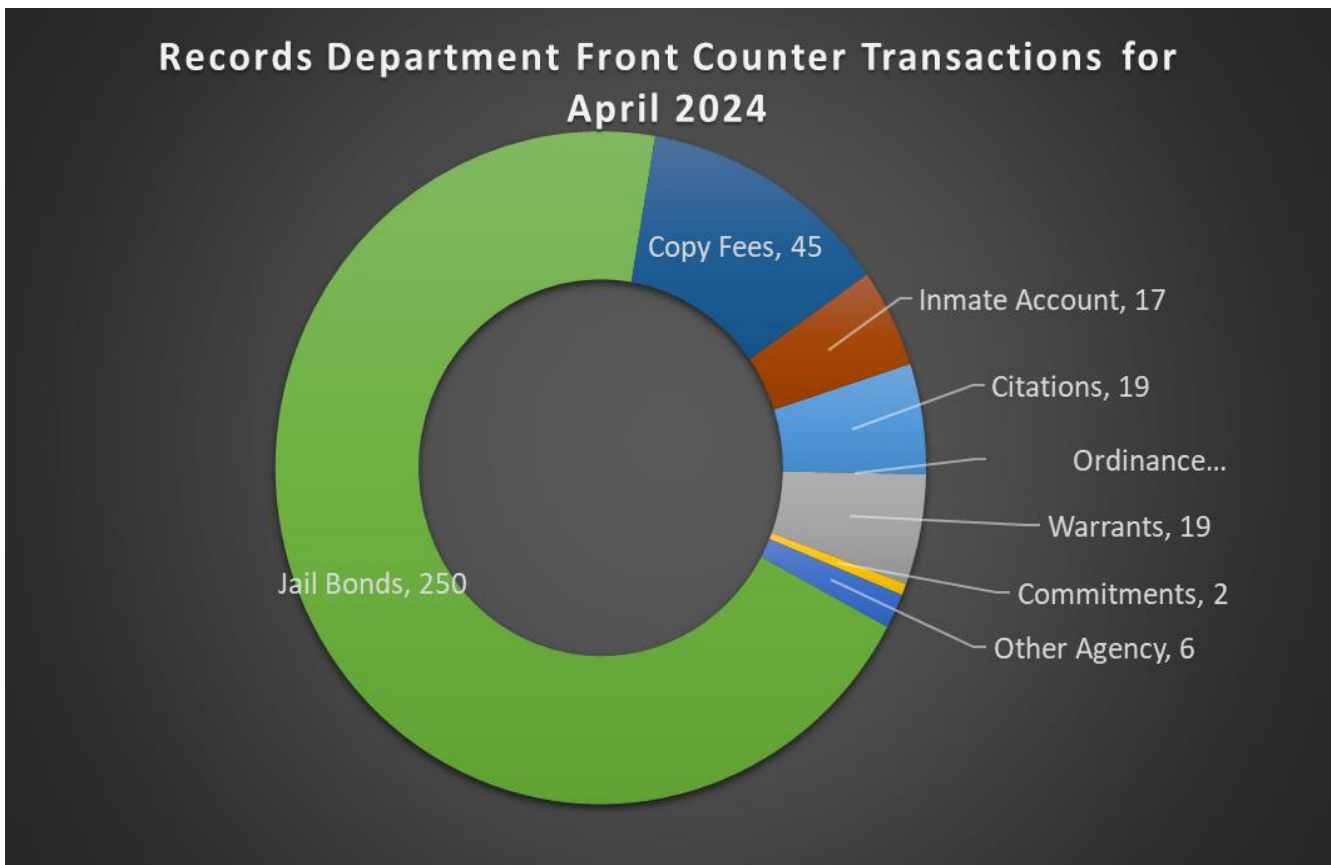


## Kenosha Joint Services – Board Report

### RECORDS DEPARTMENT:

To achieve the role of a Records Clerk, candidates are required to undergo a comprehensive training program consisting of six phases, each designed to be successfully completed. Records Clerk Amanda Harvey has successfully completed all required training and has been temporarily assigned to a third shift position. Joyce Morgan has completed training and is being assigned to third shift. Jayne Manders and Makayla Turner are currently focusing on Phases Three and Four.

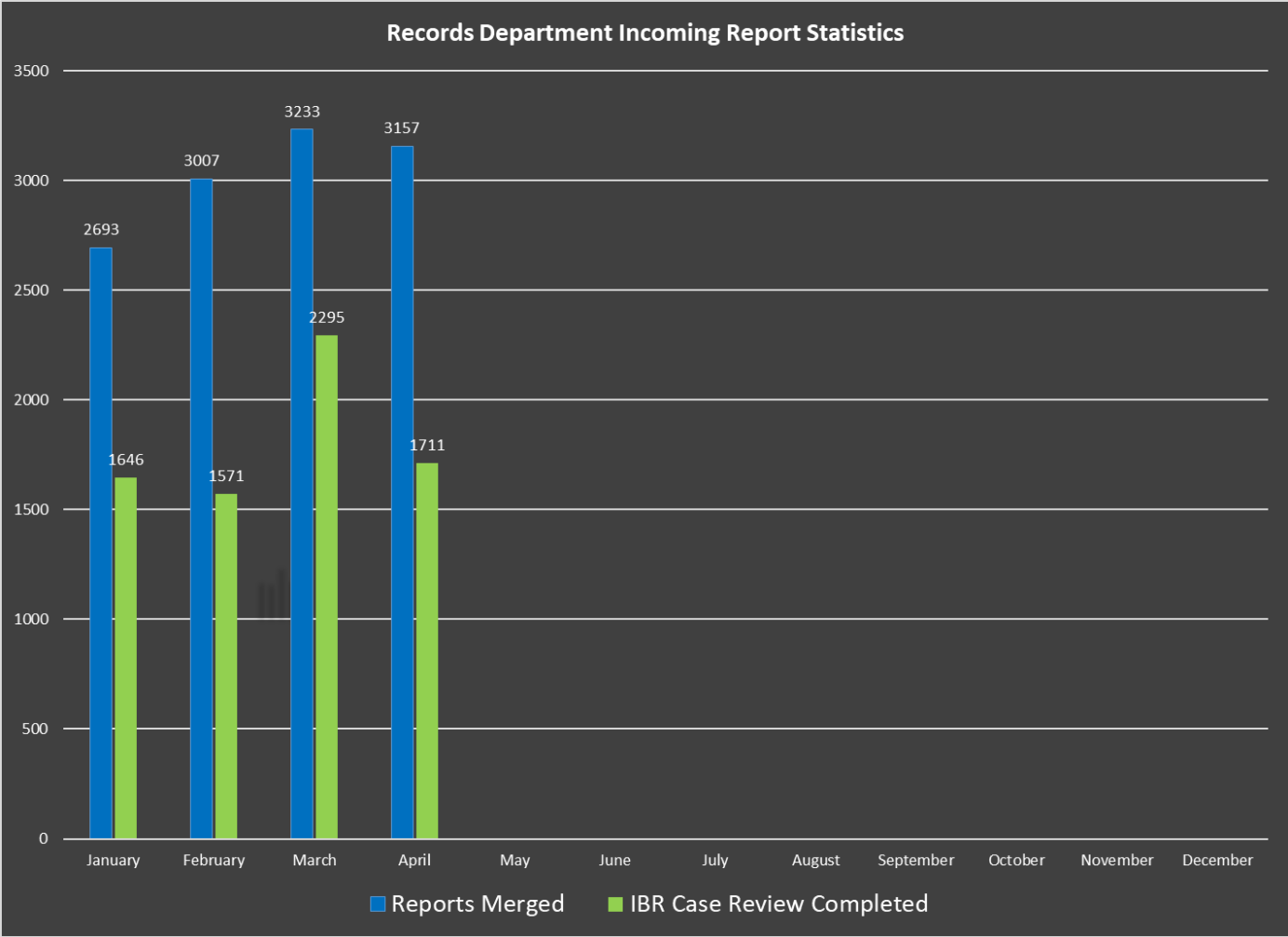
Records Clerks processed a total of 245 jail bonds in March and 250 jail bonds in April. Records clerks entered 669 warrants into the TIME System in March and 392 warrants in April. They recalled 172 per Circuit Court and Municipal Court. They also canceled 362 warrants that were served by law enforcement during March and April. Records Clerks have entered, updated or dismissed twenty-three orders of protection in March and twenty-nine in April.



In March and April, Records Clerks have taken fifty-one complaints and written reports while serving citizens at the Front Counter. They have entered and written sixty repossession reports in March and eighty-one in April. In addition, Records Staff have booked ten juveniles after hours.

**Kenosha Joint Services – Board Report**

Records Clerks merged 3,233 reports in the month of March and 3,157 reports in the month of April. The Records Department reviewed 2,295 incoming case reports and supplements from Kenosha Police and Kenosha Sheriff’s Departments in March and 1,711 incoming reports in April. Case review is an integral part of submitting complete statistical information to the State of Wisconsin Department of Justice for Uniform Crime Reporting.



There were a total of 150.5 hours of overtime used in the month of March, and ninety hours of overtime used in April.

**Kenosha Joint Services – Board Report**

**FLEET MAINTENANCE:**

The fleet maintenance staff continue vehicle maintenance and repair as scheduled. There were 195 work orders generated with a total of 373 maintenance and repair lines completed during the month of April.

During the month of April, a total of 38 brake rotors required replacement or resurfacing. Of those rotors, 20 were within tolerances and were machined instead of replaced.

New vehicle up-fitting continues for both Police and Sheriff. Several new vehicles have arrived, quotes for all required equipment continue to be obtained. Manager Pat Sepanski has developed a build list and estimated completion times based on the Law Enforcement agencies priorities. The KSD list contains 30 project vehicles and the KPD list contains 29 project vehicles.

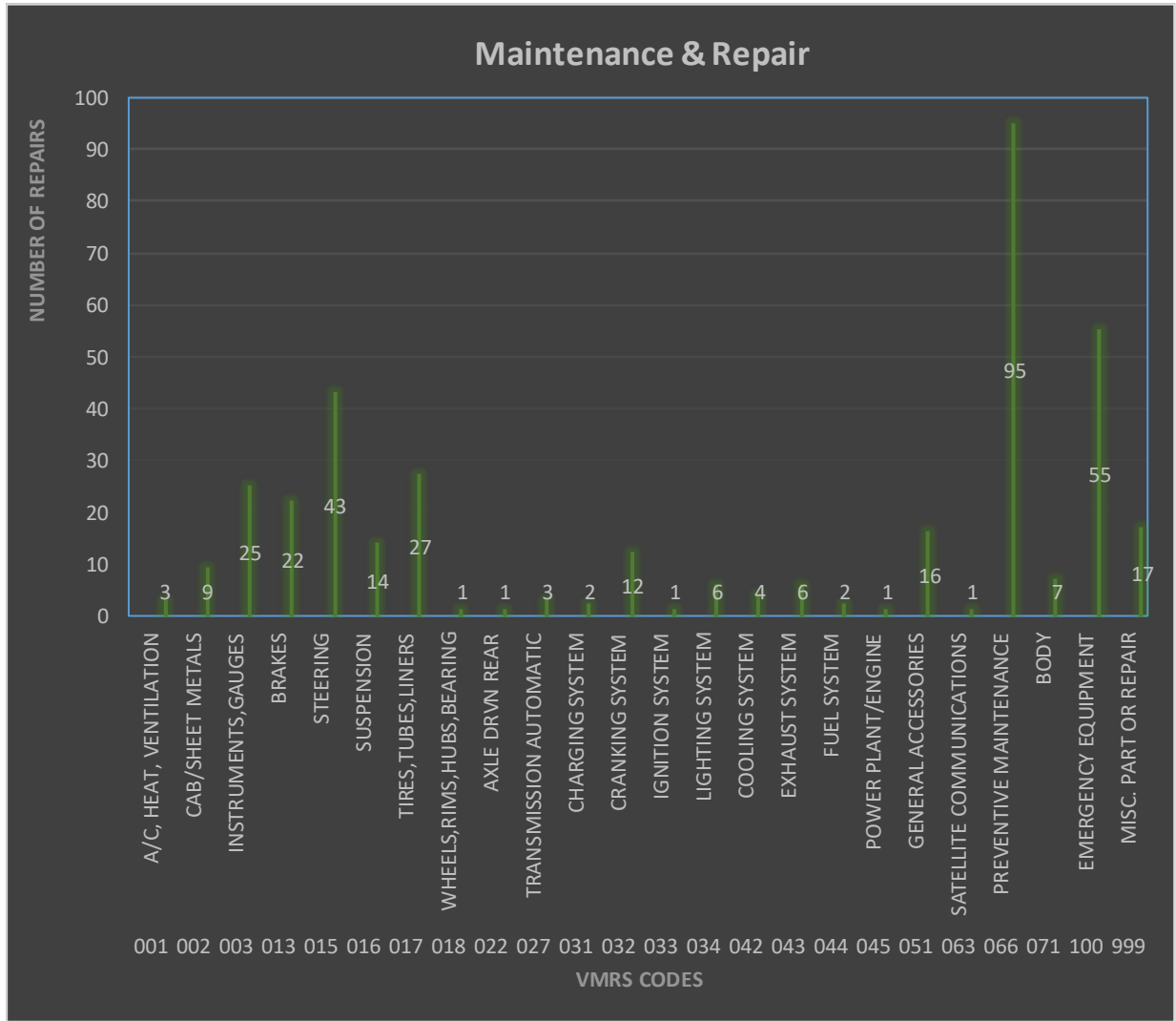
With current equipment available for seven KPD vehicles and five KSD vehicles, the estimates will take the team through August to complete those vehicles. As additional equipment becomes available, the build lists and estimated completion dates will be updated. For reference, the following chart provides the number of vehicles up-fitted annually over the past five years.

	<b>2019-2021</b>	<b>2022</b>	<b>2023</b>	<b>2024 (4/17)</b>
<b>ME Office</b>	0	1	0	0
<b>KSD</b>	38	14	18	0
<b>KPD</b>	38	4	9	6

Joshua Aceto has been appointed as lead technician effective May 17, 2024, Josh has been with Joint Services for over seven years. He has played a substantial role in up-fitting of vehicles during his employment.



**Kenosha Joint Services – Board Report**



There were 561 automatic car washes in the month of April. Marco continues to perform well in his duties. **Car washes:** Indicates a total number of vehicles in all agencies cleaned utilizing the automatic car wash.



## **Kenosha Joint Services – Board Report**

### **EVIDENCE/IDENTIFICATION DEPARTMENT:**

The Evidence/Identification Manager, Charles Scoles, along with leadership within the KPD and KSD, is in the process of reviewing the current workflows and methods of evidence / property rooms and the utilization of the Forensics Room for fingerprint identification from firearms.

The Evidence/Identification Manager, Charles Scoles, along with Tiffany Hardy, Evidence Supervisor, worked with KSD Supervisor, Lt. Ruth, on updating Policies and Procedures for Wisconsin Law Enforcement Accreditation Standards.

Department staff members are continuously reviewing the utilization of space within the property rooms in order to accommodate the spatial needs of the items being submitted. This on-going process assists with property dispositions and disposals.

The Evidence / ID Department is continuing to work with the Kenosha Police Department, Forensics Examiners, who are training new Crime Scene Investigators on Cyanoacrylate Fuming (Superglue) detecting latent fingerprints in the Evidence / ID Lab. The process consists of, swabbing surfaces of firearms for DNA, Photographs, applying fluorescent dye stain on the firearms, attempting to locate prints and photographs. In addition, they will be trained to do ATF NIBIN test fire of firearms.

In the month of April, ID technicians took in 1,672 items, disposed of 3,247 items, handled an additional fifty-six items tracked as evidence that were released to other entities (Law Enforcement, Labs, etc.) and/returned to the property room, transported 108 items to the Crime Lab, processed fifty-four pieces of found property, made sixty DNA collection appointments, completed twenty-two ink fingerprint cards, completed forty-two bookings, reviewed and submitted charges for 1,204 total bookings to the WI Dept. of Justice (WI DOJ), and completed 432 digital media requests.

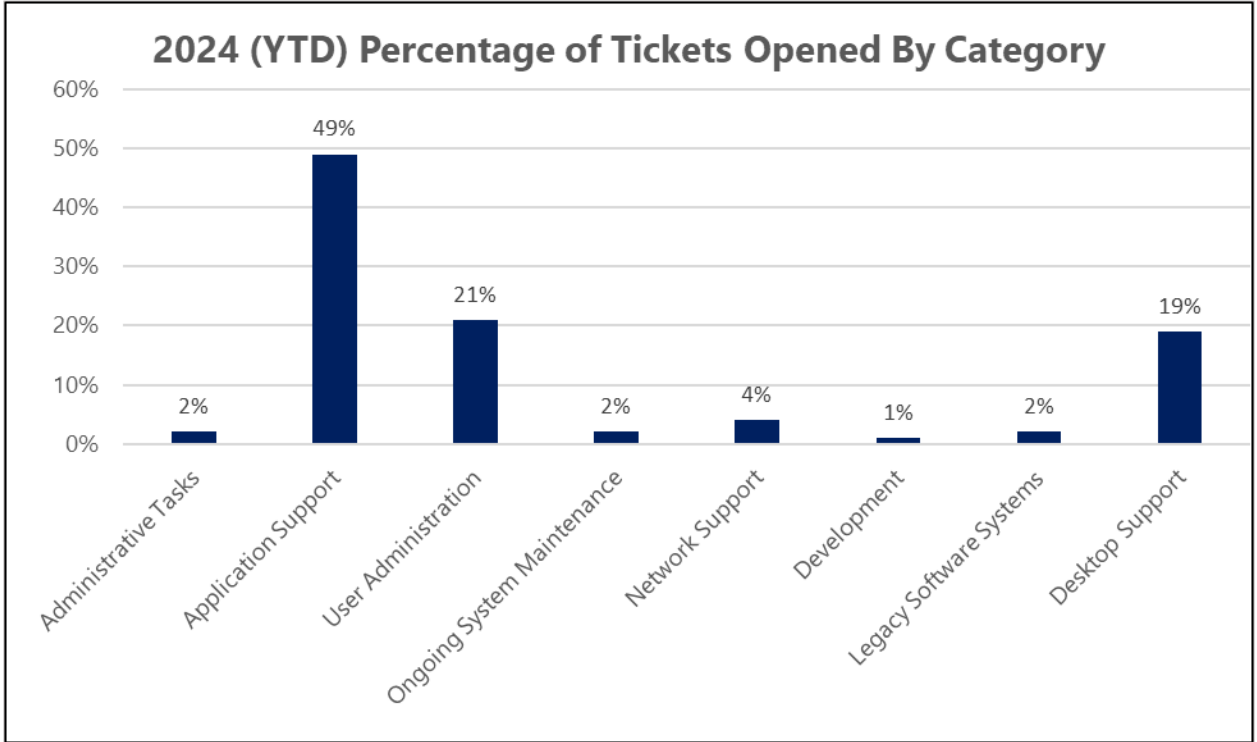
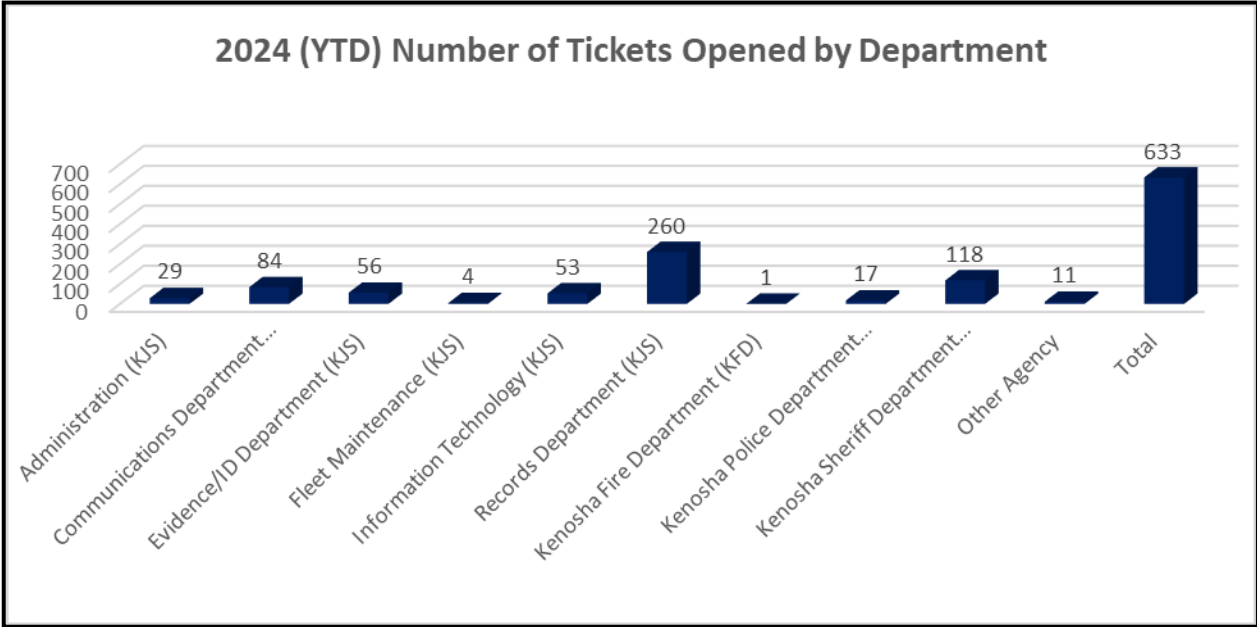


## Kenosha Joint Services – Board Report

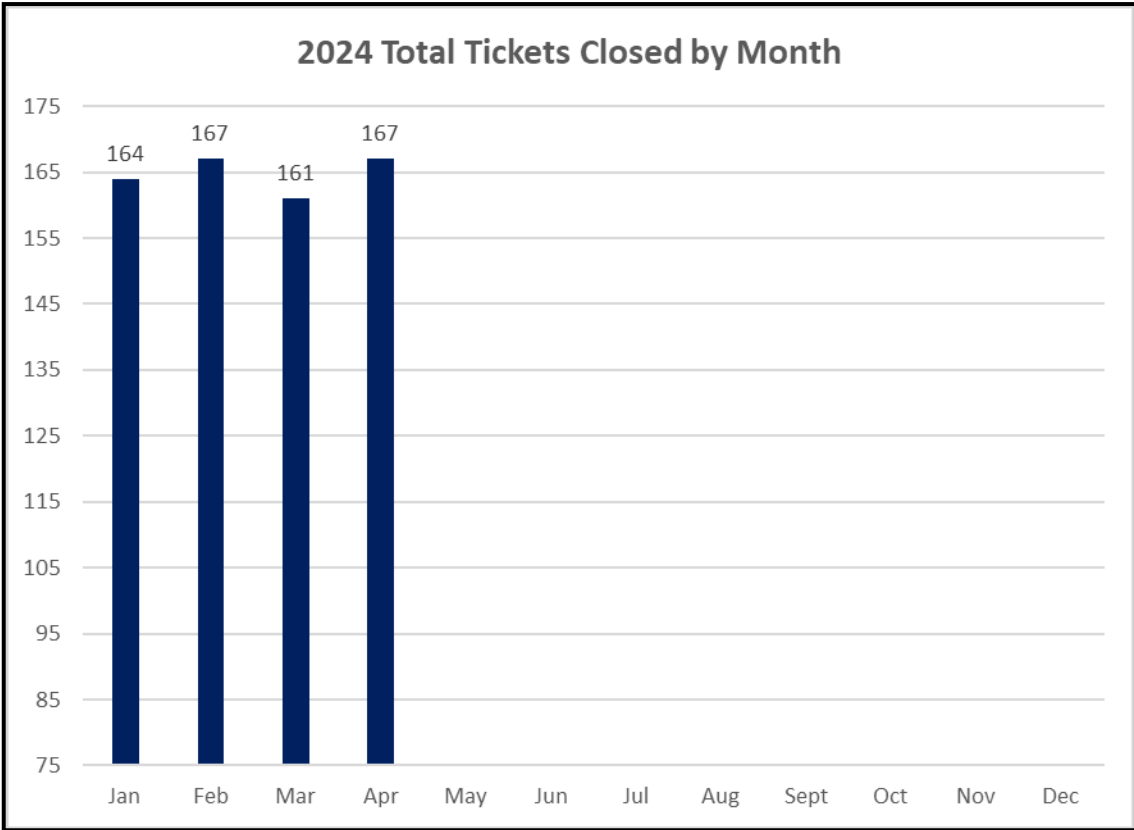
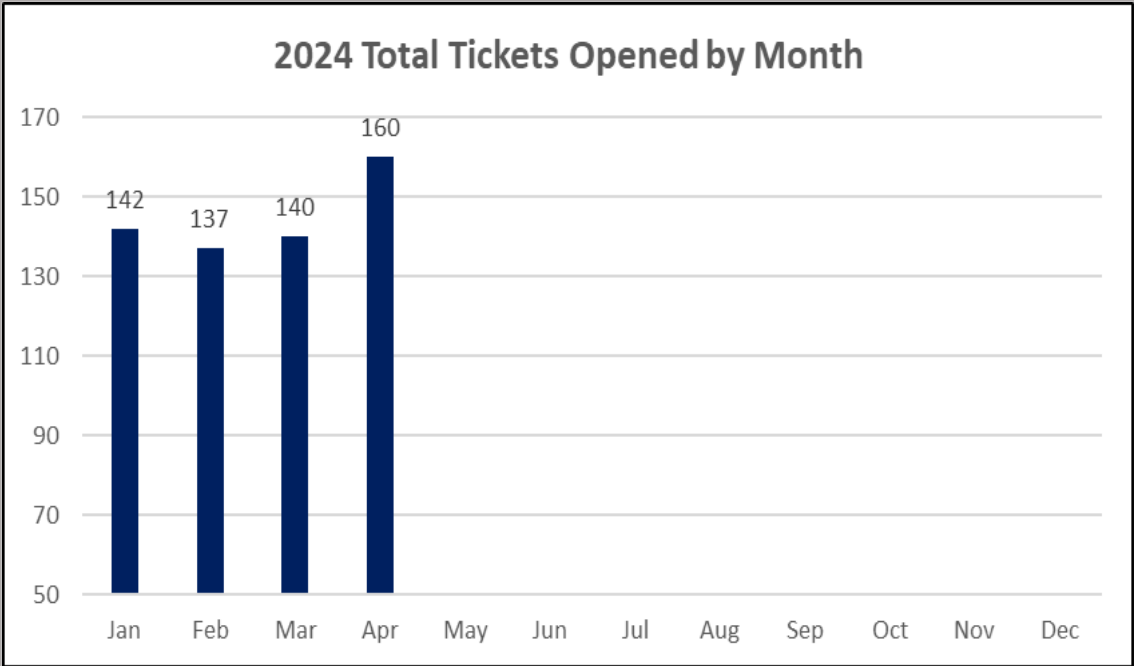
### INFORMATION TECHNOLOGY

- Cybersecurity Training
  - Ongoing: Next training scheduled for July 22
- ERP
  - Complete: Data conversion
  - Complete: Kick-off conference call August 10<sup>th</sup>
  - Complete: Tyler Technologies System Infrastructure Audit
  - Complete: Server creation and configuration
  - In Progress: Implementation Training
- Vulnerability Scans
  - In Progress: 2<sup>nd</sup> Quarter Scans
- TRACS Interface
  - Complete: Working with Tyler Technologies on interface control documentation
  - Complete: Working with Kenosha Police Department and Kenosha Sheriff's Department on creating and importing test tickets
  - Complete: Testing interface upgrade
  - Complete: Go-live for new TRACS interface
- Communications Workstation Redundant Ethernet
  - Complete: Working with Communications staff to determine availability of cabling for dual ethernet connections on the client workstations
  - In Progress: Connecting each workstation to redundant switches
- Driver's License Readers
  - Complete: Working with Kenosha Police Department and Kenosha Sheriff's Department to install and configure driver's license readers in squad cars to interface with New World Public Safety Software.
  - In Progress: Kenosha Police Department and Kenosha Sheriff's Department installing and configuring driver's license readers in squad cars.
- LexisNexis
  - Complete: Develop interface between Kenosha Joint Services and LexisNexis that will automatically upload TraCs accident reports from Kenosha Police Department and Kenosha Sheriff's Department on a daily basis.
  - Complete: Working with Records Department on adding link to Kenosha Joint Services website.
- FastID
  - Complete: Working with Kenosha Police Department and Kenosha Sheriff's Department to configure network mapping for FastID.
- Windows 11 Upgrade
  - In Progress: Working on upgrading one machine per department.
  - Planning: Agency-wide upgrade from Windows 10 to Windows 11.

**Kenosha Joint Services – Board Report**



**Kenosha Joint Services – Board Report**



**KENOSHA JOINT SERVICES  
KENOSHA, WISCONSIN  
2024 - OVERTIME REPORT**

	<b>HOURS PAYROLL</b>	<b>EARNINGS PAYROLL</b>	<b>HOURS PAYROLL</b>	<b>EARNINGS PAYROLL</b>	<b>HOURS PAYROLL</b>	<b>EARNINGS PAYROLL</b>
	03/17-03/30/24	03/17-03/30/24	03/31-04/13/24	03/31-04/13/24		
<b>Administration</b>	0.00	\$ -	0.00			
<b>Communications</b>	426.70	\$ 19,348.78	374.50	\$ 16,745.93		
<b>Records</b>	85.10	\$ 3,083.82	68.20	\$ 2,607.80		
<b>Fleet Maintenance</b>	20.00	\$ 945.15	0.00	\$ -		
<b>Evidence/ID</b>	6.50	\$ 244.57	21.40	\$ 854.77		
	538.30	\$ 23,622.32	464.10	\$ 20,208.50	0.00	\$ -

	<b>Budgeted Funds for 2024</b>	<b>Total Salaries Expended YTD</b>	<b>Total Hours YTD</b>	<b>Average Hours Per Pay Period</b>	<b>Avg Salaries Per Pay Period</b>	<b>Average Hourly Rate for OT</b>	<b>GL Account Balances</b>	<b>Annual Percent EXPENDED</b>
<b>Administration</b>	\$ -	\$ -	0.00	0.00	\$ -	\$ -	\$ -	0%
<b>Communications</b>	\$ 207,020.00	\$ 123,094.31	2735.85	341.98	\$ 15,386.79	\$ 44.99	\$ 83,925.69	59%
<b>Records</b>	\$ 29,209.00	\$ 13,355.25	364.30	45.54	\$ 1,669.41	\$ 36.66	\$ 15,853.75	46%
<b>Fleet Maintenance</b>	\$ 17,178.00	\$ 1,037.34	22.00	2.75	\$ 129.67	\$ 47.15	\$ 16,140.66	6%
<b>Evidence/ID</b>	\$ 20,135.00	\$ 4,995.74	124.95	15.62	\$ 624.47	\$ 39.98	\$ 15,139.26	25%
<b>Joint Services Total</b>	\$ 273,542.00	\$142,482.64	3247.10	81.18	\$3,562.07	\$33.76	\$131,059.36	

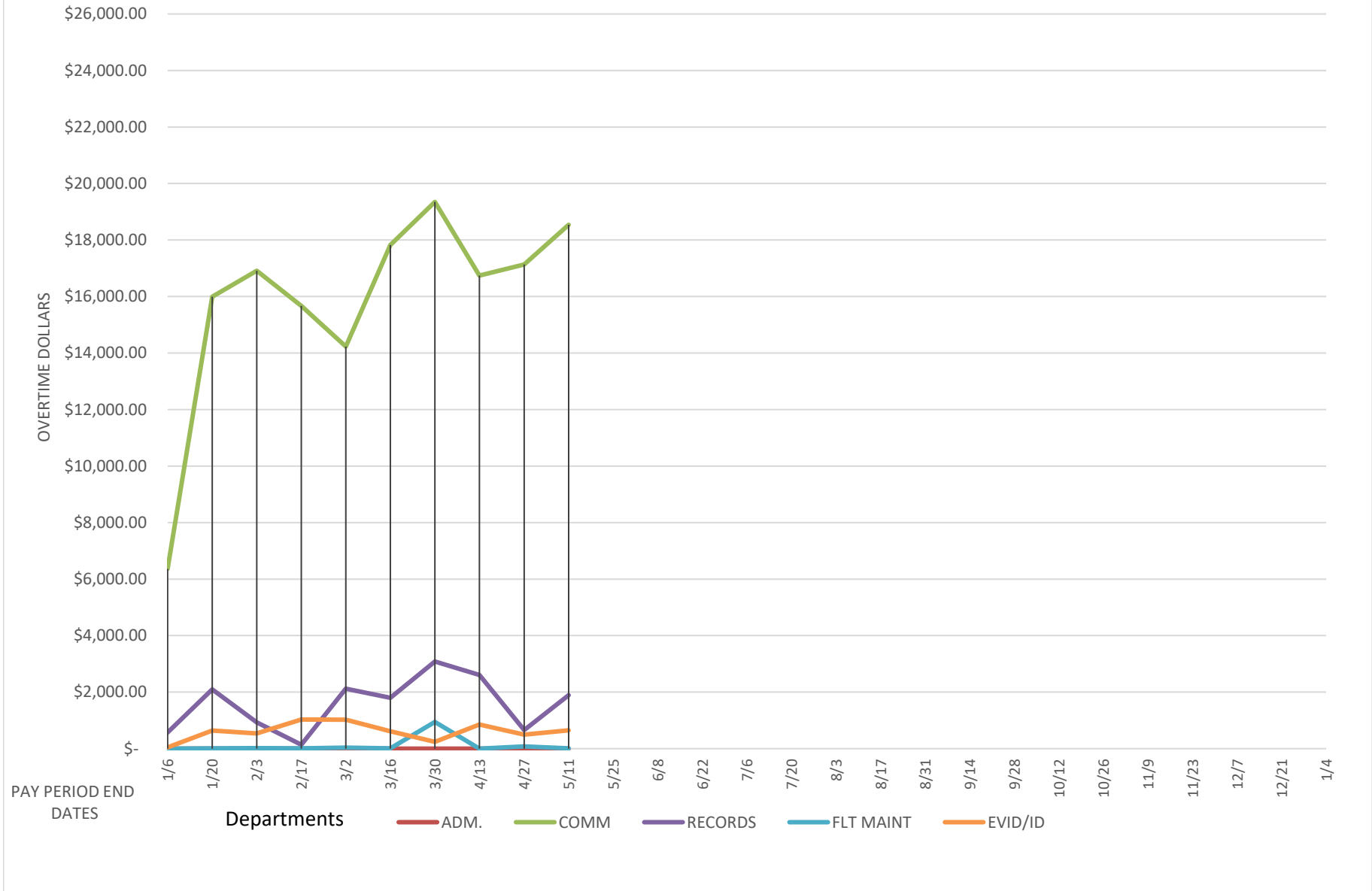
**KENOSHA JOINT SERVICES  
KENOSHA, WISCONSIN  
2024 - OVERTIME REPORT**

	<b>HOURS PAYROLL</b>	<b>EARNINGS PAYROLL</b>	<b>HOURS PAYROLL</b>	<b>EARNINGS PAYROLL</b>	<b>HOURS PAYROLL</b>	<b>EARNINGS PAYROLL</b>
	04/14-04/27/24	04/14-04/27/24	04/28-05/11/24	04/28-05/11/24		
<b>Administration</b>	0.00	\$ -	0.00	\$ -		
<b>Communications</b>	383.50	\$ 17,133.05	406.35	\$ 18,543.49		
<b>Records</b>	19.40	\$ 655.24	49.70	\$ 1,890.44		
<b>Fleet Maintenance</b>	1.90	\$ 77.58	0.20	\$ 9.20		
<b>Evidence/ID</b>	12.60	\$ 500.28	16.30	\$ 650.76		
	417.40	\$ 18,366.15	472.55	\$ 21,093.89	0.00	\$ -

	<b>Budgeted Funds for 2024</b>	<b>Total Salaries Expended YTD</b>	<b>Total Hours YTD</b>	<b>Average Hours Per Pay Period</b>	<b>Avg Salaries Per Pay Period</b>	<b>Average Hourly Rate for OT</b>	<b>GL Account Balances</b>	<b>Annual Percent EXPENDED</b>
<b>Administration</b>	\$ -	\$ -	0.00	0.00	\$ -	\$ -	\$ -	0%
<b>Communications</b>	\$ 207,020.00	\$ 158,770.85	3525.70	352.57	\$ 15,877.09	\$ 45.03	\$ 48,249.15	77%
<b>Records</b>	\$ 29,209.00	\$ 15,900.93	433.40	43.34	\$ 1,590.09	\$ 36.69	\$ 13,308.07	54%
<b>Fleet Maintenance</b>	\$ 17,178.00	\$ 1,124.12	24.10	2.41	\$ 112.41	\$ 46.64	\$ 16,053.88	7%
<b>Evidence/ID</b>	\$ 20,135.00	\$ 6,146.78	153.85	15.39	\$ 614.68	\$ 39.94	\$ 13,988.22	31%
<b>Joint Services Total</b>	\$ 273,542.00	\$181,942.68	4137.05	82.74	\$3,638.85	\$33.66	\$91,599.32	



KJS  
2024 OVERTIME



KENOSHA JOINT SERVICES  
INCOME STATEMENT  
FEBRUARY 2024  
KENOSHA, WISCONSIN

**REVENUE**

	<b><u>2024 Projected Revenue</u></b>	<b><u>Actual Current Month</u></b>	<b><u>Actual Year-to-Date</u></b>	<b><u>Percent of Projected</u></b>
City Operating	\$4,681,098.00	\$390,091.50	\$780,183.00	16.67%
County Operating	\$5,433,209.00	\$452,767.42	\$905,534.80	16.67%
Bank Interest	\$1,000.00	\$306.04	\$632.77	63.28%
Photograph Revenue	\$0.00	\$0.00	\$0.00	0.00%
KSD Livescan Maint	\$2,660.00	\$0.00	\$0.00	0.00%
CD/DVD Revenue	\$3,000.00	\$46.01	\$158.41	5.28%
Report Copies	\$3,000.00	\$105.85	\$169.51	5.65%
False Alarms	\$39,000.00	\$1,025.00	\$1,025.00	2.63%
Other	<u>\$5,000.00</u>	<u>(\$25.00)</u>	<u>\$0.00</u>	<u>0.00%</u>
	\$10,167,967.00	\$844,316.82	\$1,687,703.49	16.60%

Fund Balance \$560,532.00  
FM - Fuel & Parts \$766,618.00

**2024 ORIGINAL BUDGET \$11,495,117.00**

**2023 CARRYOVER & ENCUMBRANCE**

Range Bench/Cabinet \$4,750.00  
Fleet Maint Salaries \$14,489.00

**2024 WORKING BUDGET \$11,514,356.00**

**EXPENDITURES (All Departments)**

	<b><u>Budgeted Amt</u></b>	<b><u>Current Month</u></b>	<b><u>Y-T-D EXP</u></b>	<b><u>Encumbrances</u></b>	<b><u>Balance</u></b>
Personnel Services	\$8,200,768.00	\$564,613.80	\$1,043,180.61	\$0.00	\$7,157,587.39
Contractual Serv	\$2,285,015.00	\$297,201.02	\$513,060.17	\$9,489.24	\$1,762,465.59
Supplies & Mat	\$935,992.00	\$77,496.56	\$139,275.86	\$2,134.76	\$794,581.38
Capital Outlay	<u>\$92,581.00</u>	<u>\$0.00</u>	<u>\$3,632.69</u>	<u>\$0.00</u>	<u>\$88,948.31</u>
	\$11,514,356.00	\$939,311.38	\$1,699,149.33	\$11,624.00	\$9,803,582.67
<b>TOTAL EXPENDITURES</b>	<b><u>\$11,514,356.00</u></b>				

**Percent of budget expended: 14.86%**

KENOSHA JOINT SERVICES  
INCOME STATEMENT  
FEBRUARY 2024  
KENOSHA, WISCONSIN

**Fleet Maintenance**

**REVENUE**

	<u>Budgeted Amt</u>	<u>Current Month</u>	<u>Year-to-Date</u>	<u>Balance</u>	<u>Percent of Projected</u>
City Parts/Labor	\$75,118.00	\$9,750.92	\$24,226.26	\$50,891.74	32.25%
County Parts/Labor	\$100,000.00	\$13,680.43	\$23,881.41	\$76,118.59	23.88%
City Fuel	\$341,250.00	\$21,122.71	\$43,157.25	\$298,092.75	12.65%
County Fuel	\$250,250.00	\$14,775.99	\$29,517.31	\$220,732.69	11.80%
Other	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00%</u>
<b>TOTAL REVENUES</b>	\$766,618.00	\$59,330.05	\$120,782.23	\$645,835.77	15.76%

**EXPENDITURES**

	<u>Budgeted Amt</u>	<u>Current Month</u>	<u>Year-to-Date</u>	<u>Balance</u>	<u>Percent of Projected</u>
Parts/Labor	\$175,118.00	\$5,586.39	\$5,904.37	\$169,213.63	3.37%
Fuel	<u>\$591,500.00</u>	<u>\$23,347.55</u>	<u>\$43,268.54</u>	<u>\$548,231.46</u>	<u>7.32%</u>
	\$766,618.00	\$28,933.94	\$49,172.91	\$717,445.09	6.41%



Kenosha Joint Services

# Income Statement Group Summary

For Fiscal: 2024 Period Ending: 02/29/2024

ExpCategory;RevenueAccount	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 150 - General Fund</b>					
<b>Revenue</b>					
40001 - Operating Revenue From City	4,681,098.00	4,681,098.00	390,091.50	780,183.00	3,900,915.00
40002 - Operating Revenue From County	5,433,209.00	5,433,209.00	452,767.42	905,534.80	4,527,674.20
40003 - Bank Interest Revenue	1,000.00	1,000.00	306.04	632.77	367.23
40007 - KSD Livescan Maintenance	2,660.00	2,660.00	0.00	0.00	2,660.00
40008 - Proceeds From Lt Debt	0.00	0.00	0.00	34,179.50	-34,179.50
40010 - CD/DVD Revenue	3,000.00	3,000.00	46.01	158.41	2,841.59
40011 - Report Copy Revenue	3,000.00	3,000.00	105.85	169.51	2,830.49
40026 - False Alarm Revenue	39,000.00	39,000.00	1,025.00	1,025.00	37,975.00
40090 - Other Revenue	5,000.00	5,000.00	-25.00	0.00	5,000.00
40305 - City Parts And Outside Labor	75,118.00	75,118.00	9,750.92	24,226.26	50,891.74
40306 - City Fuel	341,250.00	341,250.00	21,122.71	43,157.25	298,092.75
40405 - County Parts & Outside Labor	100,000.00	100,000.00	13,680.43	23,881.41	76,118.59
40406 - County Fuel	250,250.00	250,250.00	14,775.99	29,517.31	220,732.69
40725 - Project 1 Revenue	0.00	0.00	0.00	40,518.06	-40,518.06
40999 - Fund Balance Designated For Budget	560,531.00	560,532.00	0.00	0.00	560,532.00
<b>Revenue Total:</b>	<b>11,495,116.00</b>	<b>11,495,117.00</b>	<b>903,646.87</b>	<b>1,883,183.28</b>	<b>9,611,933.72</b>
<b>Expense</b>					
100 - Personnel Services	8,186,279.00	8,186,279.00	564,613.80	1,043,180.61	7,143,098.39
200 - Contractual Services	2,280,265.00	2,280,265.00	297,201.02	513,060.17	1,767,204.83
300 - Supplies and Materials	935,992.00	935,992.00	77,496.56	139,275.86	796,716.14
500 - Capital Expenditures	92,581.00	92,581.00	40,518.06	78,330.25	14,250.75
<b>Expense Total:</b>	<b>11,495,117.00</b>	<b>11,495,117.00</b>	<b>979,829.44</b>	<b>1,773,846.89</b>	<b>9,721,270.11</b>
<b>Fund: 150 - General Fund Surplus (Deficit):</b>	<b>-1.00</b>	<b>0.00</b>	<b>-76,182.57</b>	<b>109,336.39</b>	<b>-109,336.39</b>
<b>Total Surplus (Deficit):</b>	<b>-1.00</b>	<b>0.00</b>	<b>-76,182.57</b>	<b>109,336.39</b>	

## Income Statement

For Fiscal: 2024 Period Ending: 02/29/2024

## Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
150 - General Fund	-1.00	0.00	-76,182.57	109,336.39	-109,336.39
<b>Total Surplus (Deficit):</b>	<b>-1.00</b>	<b>0.00</b>	<b>-76,182.57</b>	<b>109,336.39</b>	



Kenosha Joint Services

# Income Statement Account Summary

For Fiscal: 2024 Period Ending: 02/29/2024

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 150 - General Fund</b>					
<b>Revenue</b>					
<b>RevCategory: 400 - Charges for Fuel, Parts, and Outside Labor</b>					
<a href="#">150-00-40305</a> City Parts And Outside Labor	75,118.00	75,118.00	9,750.92	24,226.26	50,891.74
<a href="#">150-00-40306</a> City Fuel	341,250.00	341,250.00	21,122.71	43,157.25	298,092.75
<a href="#">150-00-40405</a> County Parts & Outside Labor	100,000.00	100,000.00	13,680.43	23,881.41	76,118.59
<a href="#">150-00-40406</a> County Fuel	250,250.00	250,250.00	14,775.99	29,517.31	220,732.69
<b>RevCategory: 400 - Charges for Fuel, Parts, and Outside Labor Total:</b>	<b>766,618.00</b>	<b>766,618.00</b>	<b>59,330.05</b>	<b>120,782.23</b>	<b>645,835.77</b>
<b>Revenue Total:</b>	<b>766,618.00</b>	<b>766,618.00</b>	<b>59,330.05</b>	<b>120,782.23</b>	<b>645,835.77</b>
<b>Expense</b>					
<b>ExpSubCategory: 341 - Cost Of Goods Sold</b>					
<a href="#">150-06-50341</a> Cost Of Goods Sold	175,118.00	175,118.00	23,431.34	48,107.66	127,010.34
<b>ExpSubCategory: 341 - Cost Of Goods Sold Total:</b>	<b>175,118.00</b>	<b>175,118.00</b>	<b>23,431.34</b>	<b>48,107.66</b>	<b>127,010.34</b>
<b>ExpSubCategory: 342 - Cost Of Fuel Sold</b>					
<a href="#">150-06-50342</a> Cost Of Fuel Sold	591,500.00	591,500.00	35,898.70	72,674.56	518,825.44
<b>ExpSubCategory: 342 - Cost Of Fuel Sold Total:</b>	<b>591,500.00</b>	<b>591,500.00</b>	<b>35,898.70</b>	<b>72,674.56</b>	<b>518,825.44</b>
<b>Expense Total:</b>	<b>766,618.00</b>	<b>766,618.00</b>	<b>59,330.04</b>	<b>120,782.22</b>	<b>645,835.78</b>
<b>Fund: 150 - General Fund Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.01</b>	<b>0.01</b>	
<b>Total Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.01</b>	<b>0.01</b>	

## Income Statement

For Fiscal: 2024 Period Ending: 02/29/2024

### Group Summary

ExpSubCategory	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 150 - General Fund</b>					
<b>Revenue</b>					
<b>RevCategory: 400 - Charges for Fuel, Parts, and Outside Labor</b>					
	766,618.00	766,618.00	59,330.05	120,782.23	645,835.77
<b>RevCategory: 400 - Charges for Fuel, Parts, and Outside Labor Total:</b>	<b>766,618.00</b>	<b>766,618.00</b>	<b>59,330.05</b>	<b>120,782.23</b>	<b>645,835.77</b>
<b>Revenue Total:</b>	<b>766,618.00</b>	<b>766,618.00</b>	<b>59,330.05</b>	<b>120,782.23</b>	<b>645,835.77</b>
<b>Expense</b>					
341 - Cost Of Goods Sold	175,118.00	175,118.00	23,431.34	48,107.66	127,010.34
342 - Cost Of Fuel Sold	591,500.00	591,500.00	35,898.70	72,674.56	518,825.44
<b>Expense Total:</b>	<b>766,618.00</b>	<b>766,618.00</b>	<b>59,330.04</b>	<b>120,782.22</b>	<b>645,835.78</b>
<b>Fund: 150 - General Fund Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.01</b>	<b>0.01</b>	<b>-0.01</b>
<b>Total Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.01</b>	<b>0.01</b>	

## Income Statement

For Fiscal: 2024 Period Ending: 02/29/2024

### Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
150 - General Fund	0.00	0.00	0.01	0.01	-0.01
<b>Total Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.01</b>	<b>0.01</b>	

KENOSHA JOINT SERVICES  
INCOME STATEMENT  
MARCH 2024  
KENOSHA, WISCONSIN

**REVENUE**

	<b><u>2024 Projected Revenue</u></b>	<b><u>Actual Current Month</u></b>	<b><u>Actual Year-to-Date</u></b>	<b><u>Percent of Projected</u></b>
City Operating	\$4,681,098.00	\$390,091.50	\$1,170,274.50	25.00%
County Operating	\$5,433,209.00	\$452,767.42	\$1,358,302.22	25.00%
Bank Interest	\$1,000.00	\$327.53	\$960.30	96.03%
Photograph Revenue	\$0.00	\$0.00	\$0.00	0.00%
KSD Livescan Maint	\$2,660.00	\$2,660.00	\$2,660.00	100.00%
CD/DVD Revenue	\$3,000.00	\$137.85	\$296.26	9.88%
Report Copies	\$3,000.00	\$218.23	\$387.74	12.92%
False Alarms	\$39,000.00	\$1,400.00	\$2,425.00	6.22%
Other	<u>\$5,000.00</u>	<u>\$507.00</u>	<u>\$507.00</u>	<u>10.14%</u>
	\$10,167,967.00	\$848,109.53	\$2,535,813.02	24.94%

Fund Balance \$560,532.00  
FM - Fuel & Parts \$766,618.00

**2024 ORIGINAL BUDGET \$11,495,117.00**

**2023 CARRYOVER & ENCUMBRANCE**

Range Bench/Cabinet \$4,750.00  
Fleet Maint Salaries \$14,489.00

**2024 WORKING BUDGET \$11,514,356.00**

**EXPENDITURES (All Departments)**

	<b><u>Budgeted Amt</u></b>	<b><u>Current Month</u></b>	<b><u>Y-T-D EXP</u></b>	<b><u>Encumbrances</u></b>	<b><u>Balance</u></b>
Personnel Services	\$8,200,768.00	\$709,091.75	\$1,752,272.36	\$14,489.00	\$6,434,006.64
Contractual Serv	\$2,285,015.00	\$125,038.62	\$638,098.79	\$14,506.83	\$1,632,409.38
Supplies & Mat	\$935,992.00	\$5,660.07	\$144,935.93	\$1,487.40	\$789,568.67
Capital Outlay	<u>\$92,581.00</u>	<u>\$0.00</u>	<u>\$3,632.69</u>	<u>\$956.88</u>	<u>\$87,991.43</u>
	\$11,514,356.00	\$839,790.44	\$2,538,939.77	\$31,440.11	\$8,943,976.12
<b>TOTAL EXPENDITURES</b>	<b>\$11,514,356.00</b>				

**Percent of budget expended: 22.32%**

KENOSHA JOINT SERVICES  
INCOME STATEMENT  
MARCH 2024  
KENOSHA, WISCONSIN

**Fleet Maintenance**

**REVENUE**

	<u>Budgeted Amt</u>	<u>Current Month</u>	<u>Year-to-Date</u>	<u>Balance</u>	<u>Percent of Projected</u>
City Parts/Labor	\$75,118.00	\$0.00	\$24,226.26	\$50,891.74	32.25%
County Parts/Labor	\$100,000.00	\$0.00	\$23,881.41	\$76,118.59	23.88%
City Fuel	\$341,250.00	\$0.00	\$43,157.25	\$298,092.75	12.65%
County Fuel	\$250,250.00	\$0.00	\$29,517.31	\$220,732.69	11.80%
Other	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00%</u>
<b>TOTAL REVENUES</b>	\$766,618.00	\$0.00	\$120,782.23	\$645,835.77	15.76%

**\*\*NOTE: March month revenue for Parts and Fuel will be combined with April. RTA software working on rectifying issue with software.**

**EXPENDITURES**

	<u>Budgeted Amt</u>	<u>Current Month</u>	<u>Year-to-Date</u>	<u>Balance</u>	<u>Percent of Projected</u>
Parts/Labor	\$175,118.00	\$21,763.59	\$27,667.96	\$147,450.04	15.80%
Fuel	<u>\$591,500.00</u>	<u>\$24,925.50</u>	<u>\$68,194.04</u>	<u>\$523,305.96</u>	<u>11.53%</u>
	\$766,618.00	\$46,689.09	\$95,862.00	\$670,756.00	12.50%



Kenosha Joint Services

# Income Statement Group Summary

For Fiscal: 2024 Period Ending: 03/31/2024

ExpCategory;RevenueAccount	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 150 - General Fund</b>					
<b>Revenue</b>					
40001 - Operating Revenue From City	4,681,098.00	4,681,098.00	390,091.50	1,170,274.50	3,510,823.50
40002 - Operating Revenue From County	5,433,209.00	5,433,209.00	452,767.42	1,358,302.22	4,074,906.78
40003 - Bank Interest Revenue	1,000.00	1,000.00	327.53	960.30	39.70
40007 - KSD Livescan Maintenance	2,660.00	2,660.00	2,660.00	2,660.00	0.00
40008 - Proceeds From Lt Debt	0.00	0.00	0.00	34,179.50	-34,179.50
40010 - CD/DVD Revenue	3,000.00	3,000.00	137.85	296.26	2,703.74
40011 - Report Copy Revenue	3,000.00	3,000.00	218.23	387.74	2,612.26
40026 - False Alarm Revenue	39,000.00	39,000.00	1,400.00	2,425.00	36,575.00
40090 - Other Revenue	5,000.00	5,000.00	507.00	507.00	4,493.00
40305 - City Parts And Outside Labor	75,118.00	75,118.00	0.00	24,226.26	50,891.74
40306 - City Fuel	341,250.00	341,250.00	0.00	43,157.25	298,092.75
40405 - County Parts & Outside Labor	100,000.00	100,000.00	0.00	23,881.41	76,118.59
40406 - County Fuel	250,250.00	250,250.00	0.00	29,517.31	220,732.69
40725 - Project 1 Revenue	0.00	0.00	0.00	40,518.06	-40,518.06
40999 - Fund Balance Designated For Budget	560,531.00	560,532.00	0.00	0.00	560,532.00
<b>Revenue Total:</b>	<b>11,495,116.00</b>	<b>11,495,117.00</b>	<b>848,109.53</b>	<b>2,731,292.81</b>	<b>8,763,824.19</b>
<b>Expense</b>					
100 - Personnel Services	8,186,279.00	8,186,279.00	709,091.75	1,752,272.36	6,434,006.64
200 - Contractual Services	2,280,265.00	2,280,265.00	124,690.48	637,750.65	1,642,514.35
300 - Supplies and Materials	935,992.00	935,992.00	5,660.07	144,935.93	791,056.07
500 - Capital Expenditures	92,581.00	92,581.00	6,625.00	84,955.25	7,625.75
<b>Expense Total:</b>	<b>11,495,117.00</b>	<b>11,495,117.00</b>	<b>846,067.30</b>	<b>2,619,914.19</b>	<b>8,875,202.81</b>
<b>Fund: 150 - General Fund Surplus (Deficit):</b>	<b>-1.00</b>	<b>0.00</b>	<b>2,042.23</b>	<b>111,378.62</b>	<b>-111,378.62</b>
<b>Total Surplus (Deficit):</b>	<b>-1.00</b>	<b>0.00</b>	<b>2,042.23</b>	<b>111,378.62</b>	

## Income Statement

For Fiscal: 2024 Period Ending: 03/31/2024

## Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
150 - General Fund	-1.00	0.00	2,042.23	111,378.62	-111,378.62
<b>Total Surplus (Deficit):</b>	<b>-1.00</b>	<b>0.00</b>	<b>2,042.23</b>	<b>111,378.62</b>	





Kenosha Joint Services

# Income Statement Account Summary

For Fiscal: 2024 Period Ending: 03/31/2024

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 150 - General Fund</b>					
<b>Revenue</b>					
<b>RevCategory: 400 - Charges for Fuel, Parts, and Outside Labor</b>					
<a href="#">150-00-40305</a> City Parts And Outside Labor	75,118.00	75,118.00	0.00	24,226.26	50,891.74
<a href="#">150-00-40306</a> City Fuel	341,250.00	341,250.00	0.00	43,157.25	298,092.75
<a href="#">150-00-40405</a> County Parts & Outside Labor	100,000.00	100,000.00	0.00	23,881.41	76,118.59
<a href="#">150-00-40406</a> County Fuel	250,250.00	250,250.00	0.00	29,517.31	220,732.69
<b>RevCategory: 400 - Charges for Fuel, Parts, and Outside Labor Total:</b>	<b>766,618.00</b>	<b>766,618.00</b>	<b>0.00</b>	<b>120,782.23</b>	<b>645,835.77</b>
<b>Revenue Total:</b>	<b>766,618.00</b>	<b>766,618.00</b>	<b>0.00</b>	<b>120,782.23</b>	<b>645,835.77</b>
<b>Expense</b>					
<b>ExpSubCategory: 341 - Cost Of Goods Sold</b>					
<a href="#">150-06-50341</a> Cost Of Goods Sold	175,118.00	175,118.00	0.00	48,107.66	127,010.34
<b>ExpSubCategory: 341 - Cost Of Goods Sold Total:</b>	<b>175,118.00</b>	<b>175,118.00</b>	<b>0.00</b>	<b>48,107.66</b>	<b>127,010.34</b>
<b>ExpSubCategory: 342 - Cost Of Fuel Sold</b>					
<a href="#">150-06-50342</a> Cost Of Fuel Sold	591,500.00	591,500.00	0.00	72,674.56	518,825.44
<b>ExpSubCategory: 342 - Cost Of Fuel Sold Total:</b>	<b>591,500.00</b>	<b>591,500.00</b>	<b>0.00</b>	<b>72,674.56</b>	<b>518,825.44</b>
<b>Expense Total:</b>	<b>766,618.00</b>	<b>766,618.00</b>	<b>0.00</b>	<b>120,782.22</b>	<b>645,835.78</b>
<b>Fund: 150 - General Fund Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.01</b>	
<b>Total Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.01</b>	

## Income Statement

For Fiscal: 2024 Period Ending: 03/31/2024

### Group Summary

ExpSubCategory	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 150 - General Fund</b>					
<b>Revenue</b>					
<b>RevCategory: 400 - Charges for Fuel, Parts, and Outside Labor</b>					
	766,618.00	766,618.00	0.00	120,782.23	645,835.77
<b>RevCategory: 400 - Charges for Fuel, Parts, and Outside Labor Total:</b>	<b>766,618.00</b>	<b>766,618.00</b>	<b>0.00</b>	<b>120,782.23</b>	<b>645,835.77</b>
<b>Revenue Total:</b>	<b>766,618.00</b>	<b>766,618.00</b>	<b>0.00</b>	<b>120,782.23</b>	<b>645,835.77</b>
<b>Expense</b>					
341 - Cost Of Goods Sold	175,118.00	175,118.00	0.00	48,107.66	127,010.34
342 - Cost Of Fuel Sold	591,500.00	591,500.00	0.00	72,674.56	518,825.44
<b>Expense Total:</b>	<b>766,618.00</b>	<b>766,618.00</b>	<b>0.00</b>	<b>120,782.22</b>	<b>645,835.78</b>
<b>Fund: 150 - General Fund Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.01</b>	<b>-0.01</b>
<b>Total Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.01</b>	

## Income Statement

For Fiscal: 2024 Period Ending: 03/31/2024

### Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
150 - General Fund	0.00	0.00	0.00	0.01	-0.01
<b>Total Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.01</b>	



Kenosha Joint Services

# Check Report

By Check Number

Date Range: 03/01/2024 - 03/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: General Fund-General Fund</b>						
01011	ASCENSION MEDICAL GROUP	03/06/2024	Regular	0.00	555.00	047234
<a href="#">417066</a>	Invoice	03/06/2024	EAP 1ST QTR	0.00	555.00	
01015	AURORA MEDICAL GROUP	03/06/2024	Regular	0.00	84.00	047235
<a href="#">1825223</a>	Invoice	03/06/2024	PHYS-CS	0.00	84.00	
01027	CDW-G	03/06/2024	Regular	0.00	151.10	047236
<a href="#">PR47960</a>	Invoice	03/06/2024	DYMO PRNTR/USB	0.00	151.10	
01032	COMMUNITY INSURANCE CORP	03/06/2024	Regular	0.00	1,000.00	047237
<a href="#">15382</a>	Invoice	03/06/2024	DEDUCTIBLE PYMNT	0.00	1,000.00	
01033	COMPLETE OFC OF WISCONSIN	03/06/2024	Regular	0.00	473.02	047238
<a href="#">8201</a>	Invoice	03/06/2024	03 THRU 2/2024	0.00	473.02	
01040	CRAIG D CHILDS PHD SC	03/06/2024	Regular	0.00	500.00	047239
<a href="#">3685</a>	Invoice	03/06/2024	PSY- JNSN	0.00	500.00	
01049	EBSO, INC. (DBA:GGG)	03/06/2024	Regular	0.00	286.14	047240
<a href="#">20240306</a>	Invoice	03/06/2024	PR 03/08/24	0.00	286.14	
01051	ENERGY SOLUTION PARTNERS LLC	03/06/2024	Regular	0.00	24,875.08	047241
<a href="#">151320</a>	Invoice	03/06/2024	89 OCTANTE MID GRAD	0.00	24,875.08	
01064	GOVERNMENT FINANCE OFFICERS	03/06/2024	Regular	0.00	6,625.00	047242
<a href="#">3062492</a>	Invoice	03/06/2024	GFOA SVCS	0.00	1,250.00	
<a href="#">3077283</a>	Invoice	03/06/2024	GFOA SERVICES	0.00	1,500.00	
<a href="#">3077874</a>	Invoice	03/06/2024	GFOA SERVICES	0.00	1,500.00	
<a href="#">3080060</a>	Invoice	03/06/2024	GFOA SERVICES	0.00	1,375.00	
<a href="#">3086095</a>	Invoice	03/06/2024	GFOA SERVICES	0.00	1,000.00	
01080	JOSHUA ACETO	03/06/2024	Regular	0.00	341.41	047243
<a href="#">20240306</a>	Invoice	03/06/2024	Conversion Invoice	0.00	341.41	
01086	KENOSHA COUNTY	03/06/2024	Regular	0.00	72,645.83	047244
<a href="#">FEB'24</a>	Invoice	03/06/2024	LEASE OF SPACE	0.00	72,645.83	
01089	KENOSHA SHERIFF'S DEPT	03/06/2024	Regular	0.00	97.50	047245
<a href="#">2/15/24</a>	Invoice	03/06/2024	BCKGRND CKS	0.00	97.50	
01103	METROPOLITAN LIFE INSURANCE	03/06/2024	Regular	0.00	325.13	047246
<a href="#">20240306</a>	Invoice	03/06/2024	PR 03/08/24	0.00	325.13	
01112	NATIONAL CAR WASH SOLUTIONS	03/06/2024	Regular	0.00	186.29	047247
<a href="#">5900931748</a>	Invoice	03/06/2024	Conversion Invoice	0.00	186.29	
01123	POLICE & FIRE CREDIT UNION	03/06/2024	Regular	0.00	5,353.00	047248
<a href="#">20240306</a>	Invoice	03/06/2024	PR 03/08/24	0.00	5,353.00	
01124	POMPS TIRE SERVICE	03/06/2024	Regular	0.00	5,733.43	047249
<a href="#">950493209</a>	Invoice	03/06/2024	MISC TIRE PURCHASES	0.00	3,195.60	
<a href="#">950493210</a>	Invoice	03/06/2024	MISC TIRE PURCHASES	0.00	95.00	
<a href="#">950494230</a>	Invoice	03/06/2024	MISC TIRE PURCHASES	0.00	1,285.07	
<a href="#">950494231</a>	Invoice	03/06/2024	MISC TIRE PURCHASES	0.00	40.00	
<a href="#">950494324</a>	Invoice	03/06/2024	MISC TIRE PURCHASES	0.00	1,117.76	
01125	PORCARO FORD	03/06/2024	Regular	0.00	4,018.90	047250

Check Report

Date Range: 03/01/2024 - 03/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<a href="#">20240306</a>	Invoice	03/06/2024	THRU 2/28/2024	0.00	4,018.90	
01129	PROPIO LS LLC	03/06/2024	Regular	0.00	211.44	047251
<a href="#">358290224</a>	Invoice	03/06/2024	FEB'24	0.00	211.44	
01140	SECURIAN FINANCIAL GROUP INC	03/06/2024	Regular	0.00	1,407.68	047252
<a href="#">002832L</a>	Invoice	03/06/2024	Conversion Invoice	0.00	1,407.68	
01149	SOUNDOFF SIGNAL	03/06/2024	Regular	0.00	1,235.60	047253
<a href="#">10303</a>	Invoice	03/06/2024	PSRNHHC1 REPLACEMENT	0.00	1,235.60	
01150	STAPLES BUSINESS ADVANTAGE	03/06/2024	Regular	0.00	704.86	047254
<a href="#">8073431714</a>	Invoice	03/06/2024	Conversion Invoice	0.00	704.86	
01168	WCA GROUP HEALTH TRUST	03/06/2024	Regular	0.00	132,456.59	047255
<a href="#">15705111</a>	Invoice	03/06/2024	Conversion Invoice	0.00	132,456.59	
01174	WISCONSIN FUEL & HTNG INC	03/06/2024	Regular	0.00	2,199.30	047256
<a href="#">138107</a>	Invoice	03/06/2024	DEXOS FUL SYN 5W30	0.00	1,621.80	
<a href="#">138161</a>	Invoice	03/06/2024	50/50AF SHAMROCK	0.00	577.50	
01005	AL WARREN OIL CO INC	03/20/2024	Regular	0.00	1,927.20	047257
<a href="#">W1636073</a>	Invoice	03/20/2024	Conversion Invoice	0.00	1,927.20	
01013	AT&T MOBILITY	03/20/2024	Regular	0.00	47.78	047258
<a href="#">2872933050</a>	Invoice	03/20/2024	Conversion Invoice	0.00	47.78	
01014	VESTIS	03/20/2024	Regular	0.00	998.75	047259
<a href="#">792035780</a>	Invoice	03/20/2024	Conversion Invoice	0.00	998.75	
01023	BUELOW VETTER BUIKEMA OLSON	03/20/2024	Regular	0.00	336.00	047260
<a href="#">113</a>	Invoice	03/20/2024	LEGAL SVCS	0.00	336.00	
01024	BUMPER TO BUMPER AUTO PARTS	03/20/2024	Regular	0.00	4,726.21	047261
<a href="#">20240320</a>	Invoice	03/20/2024	Conversion Invoice	0.00	4,726.21	
01026	CARQUEST AUTO PARTS	03/20/2024	Regular	0.00	878.29	047262
<a href="#">20240320</a>	Invoice	03/20/2024	Conversion Invoice	0.00	878.29	
01027	CDW-G	03/20/2024	Regular	0.00	3,103.84	047263
<a href="#">PQ33307</a>	Invoice	03/20/2024	NESSUS ONE YEAR SUBS	0.00	3,103.84	
01034	COMSYS INC	03/20/2024	Regular	0.00	40,556.25	047264
<a href="#">FEB'24</a>	Invoice	03/20/2024	IT SERVICES	0.00	40,556.25	
01035	CONNEY SAFETY	03/20/2024	Regular	0.00	345.16	047265
<a href="#">06240535</a>	Invoice	03/20/2024	Conversion Invoice	0.00	345.16	
01040	CRAIG D CHILDS PHD SC	03/20/2024	Regular	0.00	500.00	047266
<a href="#">3720</a>	Invoice	03/20/2024	PSY-SLTKY	0.00	500.00	
01042	CULLIGAN WATER TREATMENT	03/20/2024	Regular	0.00	30.77	047267
<a href="#">0790893</a>	Invoice	03/20/2024	APR'24	0.00	30.77	
01046	DIVERSIFIED BENEFIT SERVICES	03/20/2024	Regular	0.00	197.23	047268
<a href="#">405746</a>	Invoice	03/20/2024	MAR'24	0.00	197.23	
01049	EBSO, INC. (DBA:GGG)	03/20/2024	Regular	0.00	248.29	047269
<a href="#">20240320</a>	Invoice	03/20/2024	PR 03/22/24	0.00	248.29	
01062	GORDIE BOUCHER FORD	03/20/2024	Regular	0.00	131.17	047270
<a href="#">20240320</a>	Invoice	03/20/2024	GENERAL FLEET	0.00	131.17	
01070	IAED	03/20/2024	Regular	0.00	110.00	047271
<a href="#">SIN367220</a>	Invoice	03/20/2024	EMD/EMD-Q RECERT-NLB	0.00	110.00	
01079	JENSEN TOWING	03/20/2024	Regular	0.00	2,375.00	047272

Check Report

Date Range: 03/01/2024 - 03/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<a href="#">14277</a>	Invoice	03/20/2024	04 CHEV SUBRBN	0.00	75.00	
<a href="#">16067</a>	Invoice	03/20/2024	93 CHEV CAMERO	0.00	75.00	
<a href="#">22001</a>	Invoice	03/20/2024	05 INFINITI	0.00	75.00	
<a href="#">33627</a>	Invoice	03/20/2024	07 CHRYSLER 300	0.00	75.00	
<a href="#">34202</a>	Invoice	03/20/2024	05 JP GRND CHER	0.00	75.00	
<a href="#">42761</a>	Invoice	03/20/2024	ANNUAL STORAGE FEE	0.00	2,000.00	
01103	METROPOLITAN LIFE INSURANCE	03/20/2024	Regular	0.00	318.16	047273
<a href="#">20240320</a>	Invoice	03/20/2024	PR 03/22/24	0.00	318.16	
01106	MIKE BLODGETT	03/20/2024	Regular	0.00	218.18	047274
<a href="#">20240320</a>	Invoice	03/20/2024	CHAIR-COMM CNTR	0.00	218.18	
01118	PALMEN GMC, BUICK	03/20/2024	Regular	0.00	22.40	047275
<a href="#">20240320</a>	Invoice	03/20/2024	THRU 2/29	0.00	22.40	
01123	POLICE & FIRE CREDIT UNION	03/20/2024	Regular	0.00	5,159.00	047276
<a href="#">20240320</a>	Invoice	03/20/2024	PR 03/22/24	0.00	5,159.00	
01143	SHRED-IT USA	03/20/2024	Regular	0.00	95.21	047277
<a href="#">8006402069</a>	Invoice	03/20/2024	Conversion Invoice	0.00	85.76	
<a href="#">8006402323</a>	Invoice	03/20/2024	SHREDDING	0.00	9.45	
01145	SIGNARAMA KENOSHA WI	03/20/2024	Regular	0.00	504.00	047278
<a href="#">4886</a>	Invoice	03/20/2024	REFLECTIVE DECALS	0.00	504.00	
01152	TALKPOINT TECHNOLOGIES INC	03/20/2024	Regular	0.00	791.85	047279
<a href="#">0017892</a>	Invoice	03/20/2024	Conversion Invoice	0.00	791.85	
01174	WISCONSIN FUEL & HTNG INC	03/20/2024	Regular	0.00	50.42	047280
<a href="#">138207</a>	Invoice	03/20/2024	FUEL-SWAT	0.00	50.42	
01168	WCA GROUP HEALTH TRUST	03/20/2024	Regular	0.00	139,662.77	047281
<a href="#">15857095</a>	Invoice	03/20/2024	Conversion Invoice	0.00	139,662.77	

Bank Code General Fund Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	63	48	0.00	464,800.23
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>63</b>	<b>48</b>	<b>0.00</b>	<b>464,800.23</b>

### All Bank Codes Check Summary

<b>Payment Type</b>	<b>Payable Count</b>	<b>Payment Count</b>	<b>Discount</b>	<b>Payment</b>
Regular Checks	63	48	0.00	464,800.23
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>63</b>	<b>48</b>	<b>0.00</b>	<b>464,800.23</b>



Kenosha Joint Services

# Check Report

By Check Number

Date Range: 04/01/2024 - 04/30/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: General Fund-General Fund</b>						
01005	AL WARREN OIL CO INC	04/04/2024	Regular	0.00	27,623.57	047282
<a href="#">W1639633</a>	Invoice	04/04/2024	UNLEADED 89 OCTANE	0.00	26,265.07	
<a href="#">W1641304</a>	Invoice	04/04/2024	SYNTHETIC SAE 5W-30	0.00	1,358.50	
01009	APCO INTERNATIONAL INC	04/04/2024	Regular	0.00	432.00	047283
<a href="#">1068488</a>	Invoice	04/04/2024	JORGENSEN CTO COURS	0.00	432.00	
01013	AT&T MOBILITY	04/04/2024	Regular	0.00	47.78	047284
<a href="#">2872933050</a>	Invoice	04/04/2024	Conversion Invoice	0.00	47.78	
01026	CARQUEST AUTO PARTS	04/04/2024	Regular	0.00	685.96	047285
<a href="#">20240404</a>	Invoice	04/04/2024	Conversion Invoice	0.00	685.96	
01027	CDW-G	04/04/2024	Regular	0.00	1,300.33	047286
<a href="#">PP07492</a>	Invoice	04/04/2024	DELL OPTIPLEX POWER	0.00	48.43	
<a href="#">QB03911</a>	Invoice	04/04/2024	HP LASERJET PRINTER	0.00	808.68	
<a href="#">QC46432</a>	Invoice	04/04/2024	HP 3 YEAR WARRANTY S	0.00	148.20	
<a href="#">QC89231</a>	Invoice	04/04/2024	SYNOLOGY NAS POWER S	0.00	295.02	
01049	EBSO, INC. (DBA:GGG)	04/04/2024	Regular	0.00	244.47	047287
<a href="#">20240404</a>	Invoice	04/04/2024	PR 04/05/24	0.00	244.47	
01070	IAED	04/04/2024	Regular	0.00	110.00	047288
<a href="#">SIN368383</a>	Invoice	04/04/2024	EMD/EMD-Q BLODGETT	0.00	110.00	
01086	KENOSHA COUNTY	04/04/2024	Regular	0.00	72,645.83	047289
<a href="#">MAR'2024</a>	Invoice	04/04/2024	LEASE OF SPACE	0.00	72,645.83	
01097	LEITCH PRINTING LLC	04/04/2024	Regular	0.00	803.00	047290
<a href="#">10082</a>	Invoice	04/04/2024	825 2024-25 PSB DIR.	0.00	803.00	
01099	LIONS AUTO GLASS	04/04/2024	Regular	0.00	275.00	047291
<a href="#">202435</a>	Invoice	04/04/2024	WINDSHIELD KSD 1384	0.00	275.00	
01103	METROPOLITAN LIFE INSURANCE	04/04/2024	Regular	0.00	359.83	047292
<a href="#">20240404</a>	Invoice	04/04/2024	PR 04/04/24	0.00	359.83	
01104	MICROSYSTEMS INC	04/04/2024	Regular	0.00	6,305.76	047293
<a href="#">088255</a>	Invoice	04/04/2024	MICROFILM BOXES	0.00	6,305.76	
01123	POLICE & FIRE CREDIT UNION	04/04/2024	Regular	0.00	5,159.00	047294
<a href="#">20240404</a>	Invoice	04/04/2024	PR 04/05/24	0.00	5,159.00	
01124	POMPS TIRE SERVICE	04/04/2024	Regular	0.00	12,338.26	047295
<a href="#">950495449</a>	Invoice	04/04/2024	MISC TIRE PURCHASES	0.00	5,209.10	
<a href="#">950495452</a>	Invoice	04/04/2024	MISC TIRE PURCHASES	0.00	5,863.80	
<a href="#">950495458</a>	Invoice	04/04/2024	MISC TIRE PURCHASES	0.00	139.50	
<a href="#">950495859</a>	Invoice	04/04/2024	MISC TIRE PURCHASES	0.00	1,031.36	
<a href="#">950495861</a>	Invoice	04/04/2024	MISC TIRE PURCHASES	0.00	94.50	
01131	RINGWALA ALLERGY & ASTHMA	04/04/2024	Regular	0.00	50.00	047296
<a href="#">FA REFUND</a>	Invoice	04/04/2024	FALSE ALM OVRPYMNT	0.00	50.00	
01155	TRI TECH FORENSICS INC	04/04/2024	Regular	0.00	45.90	047297
<a href="#">00996258</a>	Invoice	04/04/2024	Conversion Invoice	0.00	45.90	
01014	VESTIS	04/13/2024	Regular	0.00	797.60	047298

Check Report

Date Range: 04/01/2024 - 04/30/2024

Vendor Number Payable #	Vendor Name Payable Type	Payment Date Post Date	Payment Type Payable Description	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
<a href="#">792035780</a>	Invoice	04/13/2024	Conversion Invoice	0.00	797.60	
01024 <a href="#">20240413</a>	BUMPER TO BUMPER AUTO PARTS Invoice	04/13/2024	04/13/2024 Regular Conversion Invoice	0.00	2,391.13	047299
01027 <a href="#">QG04711</a>	CDW-G Invoice	04/13/2024	04/13/2024 Regular 2-4TB HARDRVES	0.00	324.56	047300
01028 <a href="#">20240413</a>	CHESTER ELECTRONIC SUPPLY Invoice	04/13/2024	04/13/2024 Regular THRU 3/31/24	0.00	610.38	047301
01033 <a href="#">8201</a>	COMPLETE OFC OF WISCONSIN Invoice	04/13/2024	04/13/2024 Regular 02 THRU 3/31/24	0.00	457.80	047302
01034 <a href="#">MAR'24</a>	COMSYS INC Invoice	04/13/2024	04/13/2024 Regular IT SERVICES	0.00	40,556.25	047303
01035 <a href="#">06247602</a>	CONNEY SAFETY Invoice	04/13/2024	04/13/2024 Regular Conversion Invoice	0.00	521.60	047304
01042 <a href="#">792329</a>	CULLIGAN WATER TREATMENT Invoice	04/13/2024	04/13/2024 Regular MAY'24	0.00	38.00	047305
01047 <a href="#">CHI0062007</a>	DRM SERVICES Invoice	04/13/2024	04/13/2024 Regular Conversion Invoice	0.00	402.56	047306
01051 <a href="#">153513</a>	ENERGY SOLUTION PARTNERS LLC Invoice	04/13/2024	04/13/2024 Regular UNLEADED 89 OCTANE	0.00	26,278.52	047307
01079 <a href="#">225749</a> <a href="#">41140</a> <a href="#">42582</a>	JENSEN TOWING Invoice Invoice Invoice	04/13/2024 04/13/2024 04/13/2024	04/13/2024 Regular '19 TOYOTA CH-R CS#23-64827 11 AUDI CS#24-3657 06 ACURA	0.00 0.00 0.00	225.00 75.00 75.00	047308
01089 <a href="#">03/15/24</a>	KENOSHA SHERIFF'S DEPT Invoice	04/13/2024	04/13/2024 Regular BCKGRNDS-THRU3/15/24	0.00	418.75	047309
01099 <a href="#">202517</a>	LIONS AUTO GLASS Invoice	04/13/2024	04/13/2024 Regular WINDSHIELD FOR	0.00	595.00	047310
01118 <a href="#">20240413</a>	PALMEN GMC, BUICK Invoice	04/13/2024	04/13/2024 Regular THRU 3/31/24	0.00	148.58	047311
01119 <a href="#">22518</a>	PALMEN MOTORS DODGE CHRYSLER Invoice	04/13/2024	04/13/2024 Regular THRU 3/31	0.00	67.81	047312
01125 <a href="#">20240413</a>	PORCARO FORD Invoice	04/13/2024	04/13/2024 Regular THRU 4/01/24	0.00	2,392.86	047313
01129 <a href="#">0358290324</a>	PROPIO LS LLC Invoice	04/13/2024	04/13/2024 Regular THRU 03/31/24	0.00	289.64	047314
01140 <a href="#">002832L</a>	SECURIAN FINANCIAL GROUP INC Invoice	04/13/2024	04/13/2024 Regular Conversion Invoice	0.00	1,459.72	047315
01150 <a href="#">7000257956</a>	STAPLES BUSINESS ADVANTAGE Invoice	04/13/2024	04/13/2024 Regular Conversion Invoice	0.00	1,619.91	047316
01157 <a href="#">174506473</a>	ULINE Invoice	04/13/2024	04/13/2024 Regular MISC EVID/ID SUPPLY	0.00	514.55	047317
01174 <a href="#">138357</a>	WISCONSIN FUEL & HTNG INC Invoice	04/13/2024	04/13/2024 Regular FUEL	0.00	52.06	047318
01046 <a href="#">408138</a>	DIVERSIFIED BENEFIT SERVICES Invoice	04/16/2024	04/16/2024 Regular APR'24	0.00	115.84	047319

Check Report

Date Range: 04/01/2024 - 04/30/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
01049 <a href="#">20240416</a>	EBSO, INC. (DBA:GGG) Invoice	04/16/2024 04/16/2024	04/16/2024 PR 04/19/24	Regular 0.00	248.29 248.29	047320
01103 <a href="#">20240416</a>	METROPOLITAN LIFE INSURANCE Invoice	04/16/2024 04/16/2024	04/16/2024 PR 04/19/24	Regular 0.00	136.75 136.75	047321
01123 <a href="#">20240416</a>	POLICE & FIRE CREDIT UNION Invoice	04/16/2024 04/16/2024	04/16/2024 PR 04/19/24	Regular 0.00	5,159.00 5,159.00	047322
01143 <a href="#">8006709157</a>	SHRED-IT USA Invoice	04/16/2024 04/16/2024	04/16/2024 Conversion Invoice	Regular 0.00	85.76 85.76	047323
01168 <a href="#">16008412</a>	WCA GROUP HEALTH TRUST Invoice	04/18/2024 04/18/2024	04/18/2024 Conversion Invoice	Regular 0.00	134,343.92 134,343.92	047324

Bank Code General Fund Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	53	43	0.00	348,678.53
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>53</b>	<b>43</b>	<b>0.00</b>	<b>348,678.53</b>



### All Bank Codes Check Summary

<b>Payment Type</b>	<b>Payable Count</b>	<b>Payment Count</b>	<b>Discount</b>	<b>Payment</b>
Regular Checks	53	43	0.00	348,678.53
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>53</b>	<b>43</b>	<b>0.00</b>	<b>348,678.53</b>

# Project Status Report

## Project Information

<b>Project Name:</b>	911 System Replacement and ESInet transition
<b>Date:</b>	May 15, 2024
<b>Project Ownership:</b>	Kenosha Joint Services Communications Department
<b>Prepared by:</b>	Michael Blodgett, Asst. Communications Manager

## Report on Recent Project Activities

- ✓ Work continues on GIS data cleanup. Joint Services involvement at this time has been minimal.
- ✓ Work continues with vendors to ensure that stakeholders in the NG911 conversion process have all the information they need to successfully implement NG911 here.
- ✓ Location of circuits from AT&T and Frontier was established and arrangements made through County IT to extend the termination of these circuits from the location where they enter the building to the location they will be accessed.
- ✓ Monthly status call was canceled by Intrado due to project manager availability.
- ✓ Cabling for extension of circuits at Kenosha County Center has been extended as requested.

## Financial Status

Category	Spent to Date	Allocated	Notes
<b>Total</b>	<b>\$0</b>	<b>\$628,074</b>	<b>Total Includes Grant (\$450,000)</b>

## Risk \ Issue Review

- *Because this project is currently in early stages, there are no risks or issues which require project attention at this time.*

**Milestones / Deliverables**

<b>Milestones</b>	<b>Deliverables</b>	<b>Due Date</b>	<b>Completed Date</b>	<b>Reason for Slippage</b>	<b>Actions and Resolutions</b>
<b>Planning</b>	<ul style="list-style-type: none"> <li>Place Hardware Order</li> <li>Develop Project Plan</li> <li>Kickoff calls with Vendors</li> <li>Create Initial Project Schedule</li> <li>Plan for ECaTS equipment installation</li> <li>Contacted County IT to have Ethernet cables run from telephone company demarc to the backup center equipment room and the PSB dispatch equipment room/data center.</li> </ul>	Ongoing	-- / -- / --		
<b>Hardware Installation</b>	<ul style="list-style-type: none"> <li>ECaTS – completed 03/14/24</li> <li>Cabling at Kenosha County Center has been extended as requested.</li> </ul>	Ongoing			

**Planned Activities for Next Time Period**

<b>Activity</b>	<b>Deliverables</b>	<b>Comments</b>
Planning	Continue work on project schedule	This activity will be ongoing as the project progresses.
Planning	Continue data collection for Intrado/AT&T	
Planning	Increased involvement in GIS data cleanup process	This activity is dependent on the needs of outside vendors and could vary by month.
Testing	ECaTS data collection testing to be conducted to ensure accuracy.	

# Project Status Report

## Project Information

<b>Project Name:</b>	Enterprise Resource Planning System
<b>Date:</b>	May 24, 2024
<b>Project Ownership:</b>	Kenosha Joint Services Administration
<b>Prepared by:</b>	Joshua Nielsen, Director

## Report on Recent Project Activities

- ✓ Continuing configuration training for implementation team
- ✓ Proofed Converted Data
- ✓ Go-live on Accounts Payable
- ✓ Go-live on Cashiering and Receipting
- ✓ Go-live on Accounts Receivable
- ✓ Go-live on Purchasing
- ✓ Document Management Configured and Implemented

## Financial Status

Category	Spent to Date	Allocated	Notes
Software License	\$56,792	\$81,603	Includes SQL Database
Implementation Services	\$3,586	\$77,019	
GFOA Consulting	\$23,625	\$49,000	
<b>Total</b>	<b>\$84,003</b>	<b>\$207,622</b>	<b>Total CIP Amount \$368,000</b>

## Risk \ Issue Review

- Changes to Chart of Accounts and mapping
- Comsys working on updating Cashiering and Receipting system to capture court information, current process allows import from legacy court receipting system into ERP
- Bank Reconciliation processes are underway

**Milestones / Deliverables**

<b>Milestones</b>	<b>Deliverables</b>	<b>Due Date</b>	<b>Completed Date</b>	<b>Reason for Slippage</b>	<b>Actions and Resolutions</b>
<b>Stage 1</b> Initiate and Plan	<ul style="list-style-type: none"> <li>Project Operation Plan</li> <li>Project Management Plan</li> <li>Initial Project Schedule</li> </ul>	12 / 08 / 23	12 / 08 / 23		
<b>Stage 2</b> Assess and Define	<ul style="list-style-type: none"> <li>CFSA</li> <li>Modification Specification Document</li> <li>Solution Orientation</li> <li>Data Conversion Plan</li> </ul>	06 / 07 / 24	-- / -- / --		Data Conversion completed
<b>Stage 3</b> Prepare Solution	<ul style="list-style-type: none"> <li>Software is Installed</li> <li>Installation Checklist</li> <li>Conversion Iterations and Review</li> </ul>	09 / 27 / 24	-- / -- / --		Waiting on Assets and Payroll Implementation
<b>Stage 4</b> Production Readiness	<ul style="list-style-type: none"> <li>Solution Validation Report</li> <li>Update Go-Live Action Plan</li> <li>End User Training</li> </ul>	10 / 04 / 24	-- / -- / --		
<b>Stage 5</b> Production	<ul style="list-style-type: none"> <li>Converted Data available in production environment</li> <li>Updated Issues Log</li> <li>Client Services Support Document</li> </ul>	10 / 18 / 24	-- / -- / --		Data Conversion completed
<b>Stage 6</b> Close	<ul style="list-style-type: none"> <li>Post Project Report</li> </ul>	10 / 18 / 24	-- / -- / --		

**Planned Activities for Next Time Period**

<b>Activity</b>	<b>Deliverables</b>	<b>Comments</b>
Stage 3	CFSA – HR Management	
Stage 3	Configure HR Management	
Stage 4	End User Training	For budgeting and post-go live functions, HR, Payroll, and Asset Management
Stage 5	Go-live Projections	
Stage 5	Conduct Process Training	

# Kenosha Joint Services

## Policy and Procedure Manual

**Subject:** **Physical Security**

Effective Date: November 28, 2017

Last Revised: Upon Board Approval

Distribution: All Personnel

Re-evaluation Date: Annually

Number of Pages: 3

### I. PURPOSE

To provide employees of the Kenosha Joint Services guidance to ensure that appropriate security measures are in place to protect sensitive, confidential information and property; to ensure that the agency meets CJIS security requirements.

### II. POLICY

All members and visitors must wear a Kenosha Joint Services (KJS) identification badge while in the secure areas of the Kenosha Joint Services facilities at the Public Safety Building, Kenosha County Center, and Fleet Maintenance Building. Access to secure areas shall be controlled through the use of identification/access badges issued by Kenosha County with authorization from the Director of Kenosha Joint Services.

### III. DEFINITIONS:

- A. CJIS: Criminal Justice Information Systems
- B. KJS: Kenosha Joint Services
- C. KSD: Kenosha Sheriff's Department
- D. TIME: Transaction Interface for the Management of Enforcement System. This system is run by the CIB and employees of KJS will use this system to access CIB databases as well as Department of Transportation, Department of Natural Resources, the National Crime Information Center (NCIC), and the National Law Enforcement Telecommunications System databases.

## IV. PROCEDURE

### A. Employees.

1. Employees will be issued an access identification badge according to the KJS Employee Handbook.
2. Each employee's badge will only be granted access to areas the employee needs to perform the duties of their job.
3. Any employee having access to secure areas of the Public Safety Building or law enforcement vehicles with TIME System Access must complete TIME System Security Awareness training annually.

### B. Visitors.

1. A KJS supervisor or management member must provide authorization for a visitor to enter a secure area.
2. Visitors who are authorized to enter restricted areas of the Safety Building will be issued a temporary visitor's pass badge. The visitor shall sign a log sheet indicating the pass number, date, name of agency, business, and the in and out times.
3. Visitors will be escorted and their activities monitored at all times.
4. Visitors will only be granted access to areas relative to their visit.

### C. Contractors.

1. Contractors who routinely need to work within secure areas of KJS can be granted unescorted access by the Director of KJS provided the contractor meets the following requirements:
  - a) Complete fingerprinting and background check per KSD policy.
  - b) Complete TIME System Security Awareness Training.
  - c) Obtain an identification/access badge from the KSD.
  - d) Access badges will only be given door access to areas that are relevant to the contractors work.

2. Contractors will be required to adhere to all security procedures set forth in this document.
- D. Individuals are responsible for the issued badge. If the badge is lost, stolen, or damaged, the employee will immediately report this to their supervisor. KJS Administration will be notified so that the badge can be deactivated and another badge issued.
  - E. Individuals issued a badge will not share their access badge with another individual or provide another person access to secure areas outside of the procedures set forth in this document.

## **V. TRAINING**

Each member of the KJS Staff will receive training on this policy. Contractors who are provided access will also be required to review this procedure in addition to completing TIME System Security Awareness training.



# Kenosha Joint Services

## Policy and Procedure Manual

**Subject:** **TIME System Access**

Effective Date: February 25, 2014

Last Revised: Upon Board Approval

Distribution: All Personnel

Re-evaluation Date: Annually

Number of Pages: 3

### I. PURPOSE

The purpose of this policy is to provide employees of Kenosha Joint Services guidance regarding accessing information through the State of Wisconsin Criminal Information Bureau (CIB) TIME System (Transaction Interface for the Management of Enforcement). Failure to follow this guidance will expose the employee to the possibility of internal, civil, and/or criminal penalties.

### II. POLICY

The TIME System and the information obtained from it can only be used by law enforcement / criminal justice personnel and can be used only for law enforcement / criminal justice purposes. Dissemination of information obtained by a KJS employee through the TIME System will only occur when the employee is carrying out his or her assigned duties and only to individuals with a need and right to know. It is a violation of both TIME System Policy and Joint Services Policy to access the TIME System for personal reasons. A violation of this policy will result in disciplinary action up to and including termination.

### III. DEFINITIONS

A. KJS: Kenosha Joint Services

B. CIB: State of Wisconsin Crime Information Bureau

C. TIME: Transaction Interface for the Management of Enforcement System. This system is run by the CIB and employees of KJS will use this system to access CIB databases as well as Department of Transportation, Department of Natural Resources, the National Crime Information Center, and the National Law Enforcement Telecommunications System databases.

D. TAC: Kenosha Joint Services (JS) shall designate an individual to serve as a TIME Agency Coordinator (TAC). The TAC may designate authorized contacts to fulfill various roles and responsibilities in the administration of the TIME system. Responsibilities of the TAC include ensuring that authorized users are trained and in compliance with CJIS, FBI, and JS policies and regulations. The TAC also serves as the administrator of TIME interfaces to JS applications/systems, terminal designations, and applicable communications/connectivity. Additionally, the TAC is responsible for the completion of audits performed by CIB and the FBI. In order to maintain access to the TIME system, it is essential that all staff comply with all requests from the TAC or designee(s).

#### **IV. PROCEDURE**

- A. Any KJS employee who access the TIME system must, in accordance with CIB regulations, obtain and maintain TIME System Certification.
  - 1. Each department will record the certifications for each employee.
  - 2. Each department head will review the certifications on, at a minimum, an annual basis and validate certifications/expiration dates by comparing with CIB TRAIN Records.
- B. Any KJS employee who has access to secure areas of the Public Safety Building or law enforcement vehicles with TIME System access must, at a minimum, have TIME System Security Training. Refer to Policy titled Physical Security for additional information.
- C. Any individual authorized to use the TIME system who receives a request for TIME system information from another individual must ensure the person requesting the information is authorized to receive the data. The intent is not for Kenosha Joint Services employees to second guess or question the actions or motives of an officer in the field, only to make a good faith effort to ensure that requests are from a legitimate law enforcement official, seeking information to which the law enforcement official would be entitled to receive.
- D. A member of the public cannot request information directly from the TIME system. Any information obtained through the TIME system cannot be disseminated to a member of the public.
- E. Any and all requests for TIME System information for any reason other than law enforcement and criminal justice purposes will be denied in whole. This includes, but is

not limited to, requests for driver's license information, vehicle registration, criminal history records, and hot file information.

- F. In the case of person requesting information other than for law enforcement and criminal justice purposes, contact a KJS Supervisor. If there is not a supervisor working in the affected department, the on-call supervisor will be contacted and will speak to the requestor and deny the request.
- G. If another agency, such as the U.S. Coast Guard, Animal Control, Probation and Parole, Fire Department Personnel etc., requests information from the TIME System refer them to a supervisor for the law enforcement department with jurisdiction.
- H. In the case of person requesting information other than for law enforcement and criminal justice purposes, contact a KJS Supervisor. If there is not a supervisor working in the affected department, the on-call supervisor will be contacted and will speak to the requestor and deny the request.
- I. All printed materials containing information obtained from the TIME system must either be forwarded to the requesting agency or disposed of in one of the following manners:
  - 1. Shredded.
  - 2. Placed in a locked shredding bin. If needed material is accidentally placed in this bin the supervisor may unlock the bin to retrieve the material.
  - 3. These bins will be shredded by a contracted company while observed by an authorized employee.
- J. Each employee is responsible for ensuring this material is disposed of properly before the end of their shift. Under no circumstances will TIME system paperwork be disposed of in the normal trash.
- K. The TAC shall review user access to the TIME system at least once per year. Upon termination of employment, a user's account shall be disabled, access removed, and CIB contacted to update departmental records.
- L. In the event of a security incident, the occurrence shall be documented and reported to CIB in accordance to applicable policies and procedures.



KENOSHA JOINT SERVICES  
2024 KPD UP-FIT VEHICLE LIST  
FACILITY:00001

VEHICLE #	VEHICLE DESCRIPTION	DEPT	ASSIGNED	STATUS	PRIORITY	ADDED TO RIA	UP-FIT DURATION	ESTIMATED COMPLETION	COMPLETION DATE
3493	2020 CHEV EXPRESS	503	PATROL	PRISONER CONTAINMENT REMOVAL	3 DEPENDING ON PARTS AVAILABILITY FOR DEATES AND COCHRAN'S VEHICLES	YES	3 Day	6/12/2024	
4141	2023 FORD HYBRID	503	PATROL/SUPR	COMPLETE		YES	5 Day		04/26/2024
4142	2023 FORD HYBRID	503	PATROL	COMPLETE		YES	5 Day		03/12/2024
4143	2023 FORD HYBRID	503	PATROL	COMPLETE		YES	5 Day		03/28/2024
4144	2023 FORD HYBRID	503	PATROL	COMPLETE		YES	5 Day		03/26/2024
4145	2023 DODGE CHARGER	503	PATROL	COMPLETE		YES	5 Day		01/31/2024
4188	2023 CHEV SILVERADO	501	OFFICER FRIENDLY	WAITING ON EQUIPMENT		YES	6 Day		
4189	2023 FORD TRANSIT 250	502	MORTON	IN PROGRESS	1	YES	?	5/31/2024	
4205	2023 CHEV SILVERADO	502	DET DEATES	WAITING ON PARTS NO ETA		YES	4-5 Day		
4208	2024 CHEV MALIBU	502		Equipment Requirements Undetermined		YES	?		
4209	2024 CHEV TRAILBLAZER	502		Equipment Requirements Undetermined		YES	?		
4210	2024 FORD PIU	502	SRO	Have Equipment	BY Mid AUGUST	NO	5 Day	7/03/2024	
4211	2024 FORD PIU	502	SRO	Have Equipment	BY Mid AUGUST	YES	5 Day	7/10/2024	
4212	2024 FORD PIU	502	SRO	Have Equipment	BY Mid AUGUST	NO	5 Day	7/17/2024	
4213	2024 FORD PIU	502	SRO	Have Equipment	BY Mid AUGUST	NO	5 Day	7/24/2024	
4218	2024 CHEV COLORADO	506	SUPPORT SERVICES	Equipment Requirements Undetermined		NO	?		
4224	2023 CHEV TAHOE	501	CHIEF PATTON	EQUIPMENT RECEIVED	2	YES	5 Day	6/14/2024	
4090	2021 FORD PIU	503	PATROL	STOP STICK INSTALLATION	Will squeeze into daily schedule	YES	1 hr.	May 2024	
4092	2021 FORD PIU	503	PATROL	STOP STICK INSTALLATION	Will squeeze into daily schedule	YES	1 hr.	May 2024	
4229	2023 DODGE CHARGER	503	PATROL	Vehicle Delivered, add form Recvd, Beginning stages of equipment requirements		YES	5 Day		
4230	2023 DODGE CHARGER	503	PATROL	Vehicle Delivered, add form Recvd, Beginning stages of equipment requirements		NO	5 Day		
4231	2023 DODGE CHARGER	503	PATROL	Vehicle Delivered, add form Recvd, Beginning stages of equipment requirements		NO	5 Day		
4232	2023 DODGE CHARGER	503	PATROL	Vehicle Delivered, add form Recvd, Beginning stages of equipment requirements		NO	5 Day		
4233	2023 DODGE CHARGER	503	PATROL	Vehicle Delivered, add form Recvd, Beginning stages of equipment requirements		NO	5 Day		
4234	2023 DODGE CHARGER	503	PATROL	Vehicle Delivered, add form Recvd, Beginning stages of equipment requirements		YES	5 Day		
?	2024 FORD HYBRID	503	PATROL	Equipment in stock, will schedule when vehicles are delivered		NO	5 Day		
?	2024 FORD HYBRID	503	PATROL	Equipment in stock, will schedule when vehicles are delivered		NO	5 Day		
?	2024 FORD HYBRID	503	PATROL	Equipment in stock, will schedule when vehicles are delivered		NO	5 Day		
?	2024 FORD HYBRID	503	PATROL	Equipment in stock, will schedule when vehicles are delivered		NO	5 Day		
3083	2010 Chevy Impala	503	Patrol	Decommission (Park Patrol)					03/22/2024
3268	2014 Ford PIU	502	Detective	Decommission/Up-fit - Partial (install amber lightbar and "Park Patrol" graphics)	Required: Ready for use on 5/24/2024				05/22/2024
3319	Dodge Journey	501	Admin	Decommission					02/14/2024
3341	Ford PIU	503	Patrol	Decommission					1/27/2024
3381	Ford PIS	503	Patrol	Decommission					03/26/2024
3382	Ford PIS	503	Patrol	Decommission					03/28/2024
3442	Ford PIU	503	Patrol	Decommission					02/02/2024



KENOSHA JOINT SERVICES  
2024 KSD UP-FIT VEHICLE LIST  
FACILITY:00001

VEHICLE #	VEHICLE DESCRIPTION	DEPT	ASSIGNED	STATUS	PRIORITY	ADDED TO RTA	UP-FIT DURATION	ESTIMATED COMPLETION	COMPLETION DATE
0542	SafeBoat	815	Water Patrol	Computer & Camera Install, Graphics		Yes	2-3 Day		
1418	2023 CHEV SUBURBAN	813	PATROL	HAVE Equipment	3	YES	10 Day	6/30/2024	
1424	SAM RADAR TRAILER	815	SAM TRAILER	Complete	Complete	NO	N/A		10/30/2023
1425	SAM RADAR TRAILER	815	SAM TRAILER	Complete	Complete	NO	N/A		10/30/2023
1426	2022 HYUNDAI	817	KDOG SCHREINER	HAVE Equipment (Vault)	4	YES	3 Day	7/29/2024	
1428	2021 CHEV SILVERADO	817	KDOG SWANSON	COMPLETE?		YES	?		
1429	2023 CHEV TAHOE	810	SHERIFF ZOERNER	Have Equipment	1	YES	5 Day	6/07/2024	
1430	2024 FORD PIU	813	PATROL	HAVE Equipment (Installed DEMO center console and Computer Mount for review 05/20/2024)	5	NO	5 Day	8/05/2024	
1431	2024 FORD PIU	813	PATROL	WAITING on Equipment will schedule when equipment is received	6	NO	5 Day		
1432	2024 FORD PIU	813	PATROL	WAITING on Equipment will schedule when equipment is received	7	NO	5 Day		
1433	2024 FORD PIU	813	PATROL	WAITING on Equipment will schedule when equipment is received	8	NO	5 Day		
1434	2024 FORD PIU	813	PATROL/K9	HAVE K9 Equipment Only	9	NO	7 Day		
1435	2024 FORD PIU	813	PATROL/K9	WAITING on Equipment will schedule when equipment is received	10	NO	7 Day		
1436	2024 FORD PIU	813	PATROL	WAITING on Equipment will schedule when equipment is received	11	NO	5 Day		
1437	2024 FORD PIU	813	PATROL	WAITING on Equipment will schedule when equipment is received	12	NO	5 Day		
1438	2024 FORD PIU	813	Sgt Coultrip	HAVE Equipment (Vault)	13	NO	6 Day		
1439	2024 FORD PIU	813	PATROL	WAITING on Equipment will schedule when equipment is received	14	NO	5 Day		
1440	2024 FORD PIU	813	PATROL	WAITING on Equipment will schedule when equipment is received	15	NO	5 Day		
1441	2024 FORD PIU	813	PATROL	WAITING on Equipment will schedule when equipment is received	16	NO	5 Day		
1442	2024 FORD PIU	813	PATROL	WAITING on Equipment will schedule when equipment is received	17	NO	5 Day		
1443	2024 FORD PIU	813	PATROL	WAITING on Equipment will schedule when equipment is received	18	NO	5 Day		
1444	2024 FORD PIU	813	PATROL	WAITING on Equipment will schedule when equipment is received	19	NO	5 Day		
1445	2024 FORD PIU	813	PATROL	WAITING on Equipment will schedule when equipment is received	20	NO	5 Day		
1446	2024 FORD PIU	813	PATROL	WAITING on Equipment will schedule when equipment is received	21	NO	5 Day		
1447	2024 FORD PIU	813	PATROL	WAITING on Equipment will schedule when equipment is received	22	NO	5 Day		
1448	2024 FORD PIU	813	PATROL	WAITING on Equipment will schedule when equipment is received	23	NO	5 Day		
1449	2024 FORD PIU	813	PATROL	WAITING on Equipment will schedule when equipment is received	24	NO	5 Day		
1450	2024 GMC SIERRA	810	CHIEF MILLER	HAVE Equipment	2	YES	3 Day	5/29/2024	
1451	2023 JEEP CHEROKEE	810	DEP RUDE	Equipment Requirements Undetermined		YES	?		
?	2024 Highfield Boat	815	Water Patrol	Vehicle not yet received Light & Siren		NO	?		
?									
1274	Ford PIU	813	Patrol	Decommission					2/22/2024
1286	Ford PIS	813	Patrol	Decommission	Totaled				2/12/2024
1292	Dodge Charger	810	Dare	Decommission	Lease				3/22/2024
1297	2016 Ford PIU	813	Patrol	Decommission/Upfit - (Partial-Lights and siren remain for Demo Derby)	Excessive Repair \$				5/23/2024
1265	2013 Ford PIU	811	Conveyance	Decommission - (Excessive repair cost failed steering rack)	Excessive Repair \$				5/24/2024
1314	GMC Sierra	817	KDOG	Decommission					2/26/2024
1329	Ford PIU	813	Patrol	Decommission	Totaled				2/23/2024
1371	Ford F-150	813	Patrol	Decommission	Totaled				1/20/2024